

Privacy Policy

We have posted this privacy policy to notify individuals and business entities of the current privacy practices of Klimek, Kolodney & Casale P.C. ("KKC"). As attorneys, we recognize and take seriously our professional obligation to keep information about current and former clients and their employees, confidential and secure. We also follow best practices regarding information we collect about individuals that we may be in contact with in the course of our professional activities. This policy provides information about how KKC collects, processes, and shares personal data. Please read this policy carefully together with any other notices that KKC may from time to time provide so that you are aware of how and why we use personal data.

This policy is intended to be consistent with (and supplement) our obligations under applicable laws, including the EU General Data Protection Regulation ("GDPR").

Information We Collect, How We Use It and How We Limit Collection

KKC from time to time collects various types of personal information. Primarily we collect this information directly from the individual, but sometimes we will collect this information from third parties such as the individual's employers, government entities and public and quasi-public sources. Public and quasi-public sources include what individuals have already published about themselves on sites such as LinkedIn, news sources including print media and various media accessible by members of the public. KKC deliberately does *not* maintain a Facebook, Snap-Chat, Instagram, Twitter or other open platform account that can be used for data sharing, nor does KKC participate in any way in such accounts.

KKC collects individual data only when absolutely required and for the sole purpose of pursuing legal matters before United States government agencies, in which the individual is directly involved in a process, including but not limited to being the beneficiary of a petition filed with U.S. Citizenship and Immigration Services ("USCIS") for nonimmigrant and immigrant visas, the individual is the subject or otherwise directly involved in export licensing through the Department of Commerce Bureau of Industry and Security ("BIS") and/or the Department of State Directorate of Defense Trade Controls ("DDTC") and/or import licenses through the Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms ("ATF").

KKC collects personal information when an individual, an individual's organization, employer or a third party that holds the personal information retains KKC to provide legal advice or other services as described, or when an individual volunteers to provide personal information through the KKC website or provides the personal information during KKC events and webinars, or; when individuals voluntarily provide their personal information at professional events or other events or; when

an individual or a person who holds that individual's information provides the information to KKC for the purpose of recruitment; and when the individual, or the individual's organization or employer provides or offers services to KKC.

Examples (but not an exhaustive list) of personal information that we collect are contact information, such as name, physical and email address; financial data, such as bank account or credit card information, accounts receivable or payable balance information, personal balance sheet, and income information; services information, including business information necessary for KKC to perform services requested by our clients; user data and usage information collected by the KKC website or provided by individuals when using our electronic services; marketing data, updates on legal developments; professional information, including job title, previous positions, employment history, academic record, awards, and membership in professional organizations; and other screening and due diligence information, such as information we are legally or professionally required to collect from third parties when performing legal services or when evaluating if we can provide legal services to a particular individual or organization. KKC sometimes collects nonpublic personal information about individuals, their own organizations and/or their employers for the purpose of providing legal services. Nonpublic information can include the fact that an individual is or has been a client.

KKC uses individual personal data for providing legal advice and other services for our clients, which includes but is not limited to seeking a benefit from the United States Government including visas and licenses for the release of technology, technical data, hardware, software and trade secrets; to evaluate prospective clients in accordance with our professional and legal obligations; to manage our business relationships with our clients and service providers; to evaluate and interview job applicants, service providers, or other third parties; to comply with our legal obligations, including conducting due diligence, know-your-client, and other compliance obligations; and responding to legal requests for information or court orders; and to protect and manage our business, including analyzing and improving data security, acquiring insurance and managing liability, assessing compliance with our policies, and defending our legal rights.

KKC does not and will not use individual personal data to take any automated decision affecting an individual, creating profiles, or any other activities that is not directly connected to the legal services that we provide.

We use individual personal data only when necessary to enter or perform legal services for which we have been engaged, when necessary to comply with our legal or regulatory obligations; where necessary to pursue our or a third party's legitimate interests, provided that the individual's fundamental rights and freedoms do not outweigh that interest; or where you have provided your consent. KKC's legitimate interest in processing individual personal data is to provide legal services

to our clients in accordance with applicable law and our professional responsibilities; to secure prompt repayment of fees, costs, and debts.

When individuals provide KKC with the personal data of other people, that individual provider of the data is required to ensure that they are entitled to share that data with KKC and that KKC is permitted to collect, use, and disclose that personal information without taking further action in a way that is consistent with our privacy policy. For example an HR representative of a client of KKC may provide KKC with personnel information in the process of pursuing an export license or U.S. visa benefit for that individual.

We may also use the individual's personal information to provide them with information about legal developments and to conduct other marketing activities, such as using an individual e-mail address to send an update on regulations that may be of interest. An individual may opt out of receiving such communications at any time.

Sharing Your Information

KKC does not sell or otherwise share personal information with third-party marketers offering their products and services. Accordingly, you do not need to take any action to prevent disclosure.

We do not disclose any nonpublic personal information about clients, prospective clients, or former clients and their employees, except as required or permitted by law; as required to provide services to our clients; or in limited situations in which we must defend our legal rights. Under US federal law and GDPR, we are generally permitted to disclose nonpublic personal information under certain circumstances such as: (a) when the individual consents; (b) when disclosure is necessary to carry out a transaction that the individual has requested; (c) pursuant to our or a third party's legitimate interests, provided that the fundamental rights and freedoms of the individual whose personal data is being so disclosed do not outweigh the interests for which the personal data is to be disclosed; or (d) to comply with a properly authorized subpoena or similar legal process. Even if applicable law permits us to disclose individual nonpublic personal information, we will not disclose such information unless we are permitted to do so under the Rules of Professional Conduct of the District of Columbia or other applicable jurisdiction.

Attorneys, unlike many others who handle your personal information, are subject to Rules of Professional Conduct, often referred to as "ethical rules." These ethical rules limit an attorney's disclosures of information obtained in the course of representing clients in ways that are more restrictive than applicable laws. The GDPR may permit disclosures in circumstances in which disclosure would be prohibited, absent your consent, by such ethical rules. As attorneys, we are bound by such ethical rules, without regard to the GDPR or other privacy laws. This means

that, even if applicable law would permit KKC to disclose nonpublic information about an individual, we will not do so if such disclosure would violate the applicable ethical rules for attorney conduct.

Protecting the Confidentiality of Nonpublic Personal Information

We value your trust and handle information about you with care. It is our policy to restrict access to personal information about individuals and clients. To protect your personal information, KKC maintains physical, electronic, and procedural safeguards to avoid unauthorized disclosure.

Rights Regarding Your Information

You may request access to, correction or deletion of your personal information held by KKC. We will consider any such request seriously, although we may choose not to delete information where it is necessary for compliance with our professional obligations or provision of services to others, or we otherwise have a substantial need to retain the data. You may also have rights (including under GDPR, where applicable, and subject to conditions) to restrict or to object to processing of your data and to portability of your data to other service providers. You may exercise any of these rights by contacting us as described below.

Retention of Information

We keep personal information obtained during the course of client representations for a period of time that is consistent with our professional responsibilities and that is reasonably necessary for the purpose for which the data was collected and to protect and defend KKC against legal claims.

For other types of personal information, we will retain the data until no longer reasonably necessary for the purposes for which it was collected or until consent to hold the data is revoked, provided that there is no other basis for us to hold the information and the deletion of the personal information is legal and consistent with our professional responsibilities.

Non-US Law

In our activities outside the United States and/or involving persons located outside the United States, we comply with the privacy laws applicable to those activities, which may impose obligations in addition to those of US law.

For activities in the European Union or involving EU residents, we comply with GDPR, including by obtaining consent for processing of personal information. KKC may transfer your personal information to a foreign jurisdiction if required for the legal matters for which we have been engaged. Some of those foreign jurisdiction

do not provide a similar level of protection for that data. In such circumstances, KKC will ensure that safeguards are applied on your data, such as the use of specific contracts that include appropriate data security measures.

KKC's websites may use cookies and only for the purposes strictly necessary for operation of the website.

Contacting Us

If you have any questions about our privacy practices please contact Lucia Casale at +1 202 785 0491, or lucia@klimkeandcasale.com.

Updates

KKC's privacy policy may change occasionally, and we will endeavor to post updates to our website. <https://www.klimekkolodneycasale.com/> or contact us at +1 202 785 0491.