

## Privacy Policy

### 1. Introduction

The Law Office of Andrew Leone ("we," "us," or "our") is committed to protecting the privacy of our clients and website visitors. This Privacy Policy outlines how we collect, use, disclose, and safeguard your information when you visit our website, [Website URL]. Please read this Privacy Policy carefully. If you do not agree with the terms of this Privacy Policy, please do not access the site.

### 2. Information We Collect

We may collect information about you in a variety of ways. The information we may collect on the Site includes:

- **Personal Data:** Personally identifiable information, such as your name, email address, and telephone number, that you voluntarily give to us when you register on the site, express an interest in obtaining information about us or our products and services, or contact us.
- **Derivative Data:** Information our servers automatically collect when you access the Site, such as your IP address, your browser type, your operating system, your access times, and the pages you have viewed directly before and after accessing the Site.

### 3. Use of Your Information

We may use information collected about you via the Site to:

- Provide, operate, and maintain our website and services.
- Improve, personalize, and expand our website.
- Understand and analyze how you use our website.
- Communicate with you, either directly or through one of our partners, for customer service, to provide you with updates and other information relating to the website, and for marketing and promotional purposes.
- Send you emails.
- Find and prevent fraud.

### 4. Disclosure of Your Information

We may share information we have collected about you in certain situations:

- **By Law or to Protect Rights:** If we believe the release of information about you is necessary to respond to legal process, to investigate or remedy potential violations of our policies, or to protect the rights, property, and safety of others.
- **Third-Party Service Providers:** We may share your information with third parties that perform services for us or on our behalf, including payment processing, data analysis, email delivery, hosting services, customer service, and marketing assistance.

### 5. Security of Your Information

We use administrative, technical, and physical security measures to help protect your personal information. While we have taken reasonable steps to secure the personal information you provide to us, please be aware that despite our efforts, no security measures are perfect or impenetrable.

### 6. Policy for Children

We do not knowingly solicit information from or market to children under the age of 13. If we learn that we have collected personal information from a child under age 13 without verification of parental consent, we will delete that information as quickly as possible.

## **Refund Policy**

### **1. Flat-Fee Representations**

We offer certain legal services on a flat-fee basis, where the fee is considered earned upfront due to our allocation of resources and time commitments for your representation.

### **2. Refund Eligibility**

For these fee-upfront representations, we provide a 30-day refund policy. You may request a refund within 30 days of payment if you are not satisfied with our services or if you decide to terminate the representation. However, any work already completed will be deducted from the refund amount.

### **3. Non-Refundable Fees**

Certain fees, such as court filing fees, costs for third-party services, and other non-recoverable expenses incurred on your behalf, are non-refundable.

### **4. Requesting a Refund**

To request a refund, please contact our office directly at [Email Address] or [Phone Number] with your request. We will review your request and respond promptly.