

## **Privacy Policy**

At Kevlin Mediation, PLLC (“Kevlin Mediation”, “we”, or “us”), we are committed to protecting your privacy. This Privacy Policy (the “Privacy Policy”) describes how we collect and use Personal Data about you through the use of this website (the “Website”).

This Privacy Policy applies to Personal Data that we collect:

- On the Website;
- In email messages between you and the Website; and
- When you follow a link to one of our other online presences, such as LinkedIn.

This Privacy Policy does not apply to:

- Personal Data we collect offline, telephonically, or otherwise; or
- Content of external websites to which the Website may link.

Please read the following carefully to understand our policies and practices. If you do not agree with these policies and practices, please discontinue use of this website. By accessing the Website, you agree to the Privacy Policy.

### **What Personal Data Do We Collect?**

We collect multiple types of information from and about the visitors of the Website (“Personal Data”):

1. For individuals who are only browsing the Website and not interacting with our scheduling tools, you consent to providing us with your IP address, operating system, internet connection, and browser type. We may also automatically collect location data, date and time of your visit to the Website, or other data about the resources you use to access the Website.
2. For individuals who utilize the Website to schedule mediations or arbitrations with Kevlin Mediation, we collect information in addition to that described in (1) above. We collect your name, email address, phone number, and other information necessary to schedule the appointment (typically, the party names, case type, case style, and contact information for the attorneys or parties involved).
3. Individuals may provide information directly to Kevlin Mediation in a number of manners on the Website, including completing forms on the Website, subscribing to the Website or our blog, through our “Contact Us” page, when reporting a problem with the website, or search queries on the Website.

## How Do We Collect and Use Personal Data?

We may access or use your Personal Data for the purposes of providing services to you, enhancing your interactions with the Website, scheduling mediation or arbitration, billing and payments, preventing or diagnosing technical problems with this website, responding to support inquiries, estimate metrics related to audience size and Website use patterns, storing information related to your preferences, recognizing when you return to the Website, effectuating our Terms of Use, or to fulfill any other purpose for which you provide the Personal Data (i.e. scheduling tools, “Contact Us” form, etc.).

We will not sell or rent your Personal Data to any third party. We may, however, contact you via email regarding our services. You may unsubscribe or opt-out from these emails at any time by following the instructions set forth in the email.

From time to time, it may be necessary for Kevlin Mediation to provide your Personal Data to third parties. We may disclose the Personal Data to contractors or service providers that we use in furtherance of our business; IT and infrastructure support services; related to a business transfer; to enforce our rights; or comply with any court order or other legal process.

Aside from information provided to us, Kevlin Mediation may also choose to collect Personal Data through:

1. **Third-Party Analytic Service Providers.** Kevlin Mediation presently operates the Website through Squarespace, an online content management system. It provides the platform for the Website, hosts the content and domain name, and tracks certain analytics, including the Personal Data. Kevlin Mediation reserves the right to change or add another third-party analytic service provider at any time.
2. **Cookies.** “Cookies” are small pieces of information sent to your browser by the Website. These pieces of information help the Website remember information about the user.
3. **Do Not Track Technology.** Some internet applications allow “Do Not Track” requests which purport to prohibit tracking of your online activities. Kevlin Mediation does not recognize these Do Not Track requests, as there is no industry standard for this measure.

## How Long Do We Retain Personal Data?

We retain your Personal Data for as long as is reasonably necessary to (1) effectuate its original purpose, (2) pursue our legitimate business interests, (3) perform audits

or comply with other legal obligations, (4) resolve disputes, and (5) enforce our agreements. Our policy is to retain certain Personal Data indefinitely, such as customers' names, phone numbers, and email addresses. If you wish for us to delete your Personal Data, please send us a request.

### How Will We Protect Personal Data?

Kevlin Mediation will use commercially reasonable measures to protect the security and confidentiality of your Personal Data. However, use of the internet is never completely secure and, therefore, we cannot guarantee the security of your Personal Data provided to or collected from the Website.

### State-Specific Advisories

Certain states within the United States of America have heightened or different privacy requirements. We welcome inquiries regarding this Privacy Policy from all Website users, but if you are a resident of California, Virginia, Connecticut, Colorado, Utah, or Nevada, we invite you to contact us to resolve any questions you may have regarding your rights under this Privacy Policy.

Pursuant to the Colorado Privacy Act, the Connecticut Data Privacy Act, and the Virginia Consumer Data Privacy Act, if SheResolves decides to continue to retain Personal Data following a request from a Website user to discontinue use, the Website user may initiate an appeals process by contacting us at: SheResolves, LLC, 200 Second Avenue South, Suite #730, St. Petersburg, FL 33701.

Pursuant to the Nevada Privacy of Information Collected on the Internet from Consumers Act, Website users are notified that any changes to this Privacy Policy will be posted to the Website. If a Website user wishes to receive a personalized notice of changes to the Privacy Policy, the Website user should contact Kevlin Mediation to request the same.

We may periodically update this Privacy Policy, and continued use of the Website constitutes an acceptance of those changes. If you wish to request to access, correct, or delete any Personal Data we have collected, please contact us at: Kevlin Mediation PLLC, 200 Second Avenue South, Suite #730, St. Petersburg, FL 33701; (727) 404-4855; [anne@kevinmediation.com](mailto:anne@kevinmediation.com).