# Kozak & Gayer, P.A. Website Privacy Policy

### Introduction

This website (<u>www.kozakgayer.com</u>) is owned by Kozak & Gayer, P.A. ("we", "us", "our", or "K&G"). This privacy policy describes what information we collect on our website, how we use and share your information, your options regarding how we collect, use, and share your information, and other important information about our privacy and security responsibilities. Please read this privacy policy before using our website.

Our website is not directed at children. We do not knowingly collect or maintain information about children through our website.

#### Consent

By using our website, you consent to our collection, use, and sharing of information as described in this policy. You have the right to consent or opt-out of certain cookies and tracking as described below.

### Information that we collect

Depending how you interact with our website, we may collect personal information about you. Personal information may include your name, email address, physical address, phone number, the type of device and web browser you use to access our website, and your IP address. An IP address is a number that identifies an internet-connected device.

You may use our website without providing personal information about you. We collect aggregated information about traffic to our website and browsing patterns.

When you wish to do something on our website that requires us to collect personal information, such as submit a communication to us, we will collect your personal information. By giving us personal information, you give us permission to collect, store, transmit, and use your personal information for the operation of the website and our business. If you send a message to us, we may retain it for our records and use it to respond to you or for our other legitimate business purposes.

## Security

We take seriously the security of the information that we collect on our website. While we take steps to protect the security of information that we maintain, we cannot guarantee that the security of information will never be compromised. We also cannot guarantee the security of your own device(s) that you use to access our website. You should use a secure device and network when sharing information with us.

# Cookies and tracking

Our website relies on third-party products and services ("Service Providers") to track who visits our website, track how our website is used, analyze our marketing efforts, and enhance security. Our website uses tracking cookies. A cookie is a small data file that can be placed on and retrieved from a device to help make a user's experience on a website more efficient.

We and our Service Providers may place tracking cookies on your device that are necessary for us to operate our website – these cookies are always enabled. Other types of cookies are optional – we need your permission to use these cookies. The first time someone visits our website, it will display a cookie banner asking whether you want to consent to our use of optional cookies (if this website has any).

You can change your preferences about optional cookies by clicking "Cookie settings" on our website. Many web browsers allow cookies by default. You can change these settings in your web browser to restrict or disable cookies that track your activity. We are not responsible for the effectiveness of browser or other cookie opt-out programs.

We use Wix to host our website. Wix uses tracking cookies to collect data for the purposes of website security, identifying unique users, and website functionality and performance. For more information about Wix's privacy policies, please visit: <a href="https://www.wix.com/about/privacy">https://www.wix.com/about/privacy</a>.

### How we use information we collect

We may use the information we collect to:

- Help us improve our website;
- Help us improve the services we offer;
- Respond to messages sent to us; and
- Conduct other activities permitted by law.

We may share this information with third-party vendors that help us operate our website and to perform marketing activities for us. We may also share information to comply with our legal duties and in response to lawful requests from government authorities.

## Asking us to remove personal information

We will retain information as long as we need for our business purposes and as required by law. If you provide us with personal identifiable information through our website, you may request that we remove that information by contacting us using one of the methods described below. When you make this request, please include all information necessary for us to review and act on your request. Please tell us when and how you shared personal information with us and what information you would like for us to remove. We will carefully review all such requests and honor them to the extent we are reasonably able to do so and if permitted by applicable law. There may be situations where legal and technical limitations prevent us from removing information, or that prevent us from confirming whether we maintain information about someone.

# Links to third-party websites

This Privacy Policy only applies to our website. If we have links that direct users to websites operated by third parties, this Privacy Policy does not apply to those websites. If you want more information about how third parties collect, use, and share information, you should review their policies or contact them directly. You are encouraged to read these third parties' privacy policies.

# Transfer of information due to sale or change in control

We reserve the right to transfer your personal information to the buyer of our business or if there is a change to our business.

### How to contact us

If you have questions about our Privacy Policy or your personal data rights, you may contact us by:

Website message: https://www.kozakgayer.com/contact

Phone: (207) 621-4390

Mail: Kozak & Gayer, P.A.

157 Capitol St., Suite 1 Augusta, ME 04330

# Updates to our policy

We may update this Privacy Policy at any time, and we will provide the updated Privacy Policy on our website. We may make any changes to the Privacy Policy applicable to all the information we maintain.

## Revised

January 8, 2025