

RICHARD L. LIONBERGER, ATTORNEY

PRIVACY POLICY

We recognize the importance of maintaining the privacy, security and accuracy of personal information. This privacy policy outlines how we treat the personal information of our clients, service providers and others.

Privacy Principles

In the course of our commercial activities and, in particular, providing services to our clients, we collect personal information about our clients, their employees and representatives and others. This information may be used for contact purposes, for general human resource purposes and to communicate with our clients and their representatives and others respecting legal affairs relevant to the services that we provide.

When we are retained to act on behalf of a client, we use, retain, and disclose personal information on behalf of, and as instructed by, that client in connection with our advice. Our use, retention and disclosure of such information is governed by our duty of confidentiality to our client.

We recognize the importance of protecting the personal information that we hold. This policy outlines the framework of our policies and procedures regarding collection, use, retention and disclosure of personal information in respect of our clients and others. It supplements, where applicable, our professional obligations of confidentiality.

Our privacy principles only apply to personal information about identifiable individuals. They do not apply to business information. Personal information does not include the name, title, business address or telephone number of an employee of an organization. In the context of this policy, the term "client" includes all current, former and prospective clients.

How do we collect personal information?

We only collect personal information by lawful means and only that which is reasonably necessary for the purposes identified. Whenever possible, we collect personal information about clients, their representatives and other individuals directly from those persons or entities or from referrals by persons whom such parties have requested to provide us with specific information.

Sometimes we may obtain information about you from other sources including:

- Government agencies or registries
- Accountants or other professional advisors
- Financial institutions
- Other third parties who represent that they have, or who we believe have, the right to disclose such personal information
- Other publicly available information

How do we use your personal information?

We may use your personal information for the following purposes:

- to provide legal services
- for billing, record keeping and other client contact and service matters
- for audit and record keeping purposes
- for account collection purposes
- to manage and develop our business and operations
- to learn about the needs of current and potential clients, to develop or offer services and products tailored to those needs and to communicate with those clients regarding current and future products and services and to follow-up on client comments and suggestions
- for use as authorized/required by or under the law, and
- for any other purpose to which you may expressly or impliedly consent

Disclosure of your personal information

We will only disclose your personal information for lawful purposes. We may disclose personal information in connection with our legal services if required or authorized by law or if expressly or impliedly authorized by you, your employer or the entity that you represent in connection with our services. For example, we may disclose your information:

- when the legal services we are providing to you or your employer or entity that you represent require us to give your information to third parties (for example, a lender in a real estate mortgage transaction)
- where it is necessary to establish or collect fees
- if we engage other lawyers, firms, experts, professionals or others on behalf of you, your employer or the entity that you represent
- when required by subpoena or applicable law
- to counterparties and their representatives in connection with transactions or matters on which we are representing you, your employer or the entity that you represent

Updating your personal information

Since we use personal information to provide legal services, it is important that the information we keep is accurate and up to date. If any of your information changes, please contact us so that we may make any necessary changes.

Is your personal information secure?

We use appropriate measures to protect against loss, theft, unauthorized access, disclosure, use or modification of personal information. Such measures will vary depending on the sensitivity, amount, format, nature and storage of the personal information and will involve, as applicable, physical, organizational and electronic security measures including premises security, restricted file access to personal information, technological safeguards including security software and firewall to provide unauthorized computer access, and password and security protection.

In communicating with us, you should be aware that neither telephone nor e-mail is a fully secure medium.

Access to your personal information

We will respond promptly to any request for access to your personal information. There will be no cost for reasonable request to such access, unless you request copies of records or your request involves significant retrieval costs. We will advise you of the cost, if any, prior to the retrieval of such records or information. We will not respond to requests for access to personal information that are frivolous, vexatious or repetitious.

In certain circumstances, we may be unable to provide access to some or all of the personal information that we hold about you. Such circumstances include those in which the personal information cannot be separated from the records of others, cannot be disclosed for reasons of personal security or commercial confidentiality or as protected by professional standards relating to confidentiality or attorney/client privilege.

Correcting Errors

If we hold information about you and you advise us that it is not accurate, complete and/or up-to-date, we will take appropriate steps to correct it.

Website

Our website may contain links to other sites, which are not governed by our privacy policy. On our website, as with other commercial websites, we may monitor traffic patterns, site usage and related site information in order to optimize our web service. We may provide aggregated information to third parties, but to our knowledge this information does not include any identifiable personal information.

Questions, Concerns, Request for Access

If you have any questions or concerns, wish to access your personal information or wish to change your preferences regarding our use of your information, please contact:

Richard L. Lionberger
711 Louisiana Street, Suite 500
Houston TX 77002
+1 713 224 7100
RLIONBERGER@RLL-LAW.COM