

## PRIVACY POLICY

### About

Nasrallah, Skaff & Partners Law Firm (“**NSP Legal**”, the “**Firm**”, “**we**”, “**us**” or “**our(s)**”) is committed to safeguarding the personal data it collects through its website (“**Site**”). To maintain an effective grasp on privacy concerns, we have established this Privacy Policy outlining the collection, usage and dissemination practices of NSP Legal in connection with our Site. As a law firm practicing in a number of jurisdictions across the globe, NSP Legal takes reasonable steps to protect all aspects of personal data processing as required under applicable privacy and security laws and regulations.

### Scope

This Policy applies to our clients, our prospective clients and overall our Site visitors (“**you**” or “**your**” or “**yours**”), where this Privacy Policy is posted. Its scope of coverage does not extend to employee or job applicant information.

### Consent

The visit or use of this Site shall be considered as an acknowledgement and express consent to our personal data collection, use, storage and sharing practices as set forth hereunder.

### Data Collection – When, How, and What

We may collect data about you in a variety of ways and through several sources, depending on the context, as follows:

#### Online

- We may collect personal data about you, either directly through your use of our Site, or completion and submission of forms provided therein or otherwise by contacting us via our Site, or passively through browser cookies and similar online tracking technologies.

#### Provision of Services and Off-The Web Contact

- We may collect personal data during the course of an engagement or when interest is being directed towards an engagement with our Firm.

The key types of personal information we may gather through interactions with our Site are exhaustively listed below:

- **Contact Details:** name, surname, email, address, zip code, phone and mobile numbers;
- **Personal Identifying Information:** passport number, ID documents, drivers’ license;
- **Financial Information:** bank account number, billing address;
- **Communication Data:** content and coordinates of messages or emails sent through our Site portal;

- **Commercial Information:** investments, properties, business opportunities records;
- **Professional Information:** education, job history, salary;
- **Geolocation Data;**
- **Audio and Visual:** recorded or captured within our offices; and
- **Internet Activity:** generally, no personally-identifying information such as IP address, domain name, type of web browser, browsing history, usage statistics.

### **How We Use Personal Data**

NSP Legal may use the personal data it collects for the following purposes:

- **Transactional Purposes:** to furnish and facilitate provision of our legal services, to respond to queries, to inform clients on pending matters, and to perform such other professional dealings;
- **Site Maintenance and Improvement:** to improve our Site and its features and to allow us to undertake internal administrative functions or operational processes;
- **Marketing Purposes and Outreach Endeavors:** to promote our services, to send out relevant law articles and legal updates, to provide you with personalized marketing communications, to gather testimonials;
- **Analytical Purposes:** to help us identify internet activity to calculate visit and usage statistics, geolocation data and our Site statistics; and
- **Compliance with Laws:** to comply with any legal, regulatory, or administrative regulations.

NSP Legal does not sell or grant any part of your personal data without your express consent.

### **How Do We Protect Personal Data**

As we strive to help safeguard your personal data, NSP Legal uses industry standard physical, technical and administrative controls to ensure the confidentiality and integrity of your personal data.

However, despite our reasonable efforts, we cannot guarantee that security measures we take are impenetrable and no data transmission practice is totally guaranteed against any leaks.

### **How Long Do We Keep Personal Data**

We retain for the least amount of time necessary, the personal data that NSP Legal needs to fulfil the purposes for which it was collected. During the retention phase, NSP Legal strives to use all reasonable measures to prevent any loss or destruction of, or unauthorized access to personal data it has stored.

### **With Whom We Share Personal Data**

In order to execute legal services requested from us, respond to your queries, or to fulfil any other purpose as stated in this Privacy Policy, we may share your personal data strictly on need-to-know basis with:

- **Our Related Entities and Branch Offices**
- **Our Service Providers:** accountants, tax consultants, auditors, IT providers, local legal counsel, courier, and administrative staff.

We may also share your personal data for compliance with any applicable laws and regulations, or court orders and public authorities' inquiries.

### **The Rights You Have**

- **Right of Access:** you may contact us to grant you access to your personal data we have collected, retained or shared in accordance with the purposes stated in this Privacy Policy
- **Right of Rectification:** you may inform us of any inaccuracy found in your personal data
- **Right of Deletion:** you may request erasure of your personal data as long as the foregoing does not hinder provision and delivery of our services or otherwise contravenes to any legal obligation currently underway

### **We May Update this Privacy Policy**

We may update the terms of this Privacy Policy at any time. The updated Privacy Policy will be constantly reflected on our Site. Your continued use of the Site will be deemed as your acknowledgement and express consent to our updated policies.

### **How to Contact Us**

If you have any questions or seek any clarifications in connection with this Privacy Policy, you can email us at [info@nsplegal.com](mailto:info@nsplegal.com).

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