# 

Privacy Policy of Stirk Yazbek Attorneys

We respect your privacy and will protect your personal information. This policy tells you how we, Stirk Yazbek Attorneys, will process and protect your personal information. In order for us to help you, you will have to share information with us. It is important that you trust us to protect it and keep it confidential.

As a law firm we take privacy, data protection, confidentiality and the protection of intellectual property very seriously. We also know how important confidentiality and privilege is to you.

We also appreciate that we are governed by the Legal Practice Council’s rules and we must at all times keep the affairs of present and former clients confidential (unless otherwise required by law). We promise to give independent legal advice that is confidential, privileged and protected.

**The Personal Information we Collect**

* While you use this website, we may collect your personal information or you may provide it to us (for example by enquiring or subscribing to our newsletter). For example, your name, email address or telephone number.
* To send you a quote or invoice you, we might collect your publicly available personal information from the Internet. For example, your address or VAT registration number.
* We are required by law to verify the identity of our clients. So, we may ask you to provide us with your personal information.

**How we use your Personal Information**

We may use your personal information to:

* respond to your enquires,
* send you a quote for our legal solutions,
* verify your identity,
* provide you with our services,
* improve our service to you by analysing it for trends,
* invite you to attend events we hold,
* send you updates on the latest legal developments, and
* send you marketing material (including electronic communications) relating to other solutions you might be interested in. You can [unsubscribe](https://xy304.infusionsoft.com/app/form/unsubscribe) from our newsletter at any time and thereafter we will not market to you.

**Disclosure of Personal Information**

We are not in the business of selling personal information and therefore we will not disclose your personal information to anyone except as provided in this policy.

* We may for marketing purposes disclose or transfer your personal information to our agencies.
* It may be necessary for us to disclose or transfer your personal information to suppliers, affiliates, partners or agents in order to provide you with our services.
* We will obviously need to disclose your personal information to employees of ours who require it to do their jobs. We make sure they are aware of and take their confidentiality obligations seriously. They are contractually bound to keep all confidential information confidential.
* There may be situations where the law requires us to disclose your personal information. In all other situations, we will not disclose your personal information without notifying you and enabling you to object.

**Security of Personal Information**

We take all reasonable and appropriate measures to keep your personal information secure. For example, we encrypt our laptops and our phones. However, we cannot guarantee the absolute security of it. We back-up all your personal information on a regular basis.

**Email Inspection**

We will inspect all emails you [contact us](https://www.michalsons.com/about-michalsons/contact-us) with via the email addresses that we provide on this website. We do this to check for viruses, and reserve the right to monitor and inspect all material and information transmitted over our system. We may also monitor whether you read emails that we send you.

**Access to and Correction of Personal Information**

You may access and correct, if necessary, your personal information that we hold by [emailing us](mailto:info@michalsons.co.za).