



## PRIVACY NOTICE

This privacy notice discloses the privacy practices for Integrity Divorce Solutions LLC. This privacy notice applies solely to information collected by this company and its website, <https://integritydivorcesolutions.com>, for the purpose of conducting business.

### **Information Security**

All necessary client documentation is collected and stored via the Microsoft Office OneDrive platform. Clients are provided secure access to a single shared folder in order to facilitate the delivery of any required sensitive documentation. All final reports are transmitted to clients via the same shared folder. In such case where collection of hardcopy documentation is necessary, the documents are scanned directly to the OneDrive folder and then destroyed. Integrity Divorce Solutions does not store hardcopy client files.

### **Electronic Communications**

All electronic communications are processed through Microsoft Office 365 email and/or Microsoft OneDrive file sharing application. In such cases where a client requires sensitive data be communicated via email, Integrity Divorce Solutions password protects the file prior to transmission and communicates the password either under separate email cover or via telephone. Clients are never asked, required or encouraged to deliver sensitive data via email without encryption or password protection.

### **Information Collection, Use, and Sharing**

We only have access to and collect contact and other personal information that is voluntarily provided to us via our website, email, OneDrive shared files, or other direct contact with a client. We will use this information to respond to clients regarding the reason they contacted us. We will not share client information with any third party outside of our organization, other than as authorized by the client in writing or as required by law in the State of Washington. We will not sell or rent this information to anyone.

### **Funds Transaction Procedure**

All payments for services are rendered either by cash, bank draft, or electronic transfer via Intuit Quickbooks invoice and payment system. For each engagement, regardless of payment type, an invoice is created and delivered electronically to the client. Integrity Divorce Solutions does not process funds disbursements.

### **Analytics**

We may use third-party Service providers, such as Google Analytics, to monitor and analyze the use of our Service. Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network.



You may opt-out of having your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js and dc.js) from sharing information with Google Analytics about visits activity. For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <https://policies.google.com/privacy?hl=en>

#### **Usage, Performance and Miscellaneous**

We may use third-party Service Providers, such as Google Places, to provide better improvement of our Service. Google Places is a service that returns information about places using HTTP requests. It is operated by Google. Google Places service may collect information from You and from Your Device for security purposes. The information gathered by Google Places is held in accordance with the Privacy Policy of Google: <https://www.google.com/intl/en/policies/privacy/>

If you feel that we are not abiding by this privacy policy, you should contact us immediately at [Stephanie@IntegrityDivorceSolutions.com](mailto:Stephanie@IntegrityDivorceSolutions.com) or (800) 352-8331.