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## Privacy Policy

This Notice of Privacy Practices (NPP) applies to <https://www.groom.com> and Groom Law Group, Chartered (“Groom”); it governs data collection and usage for USA residents above the age of 13 only. For the purposes of this NPP, unless otherwise noted, all references to “Groom” include <https://www.groom.com> and the firm itself. The Groom website is an informational website. By using the Groom website, you consent to the practices described in this statement.

### Collection of Your Personal Information

Groom acts strictly as a program manager given that we outsource the data collection and data processing functions to a 3<sup>rd</sup> party vendor and website hosting provider. Your personal information is collected only when you voluntarily subscribe to our Alerts/Newsletter service. The information collected by our subscription form includes minimal personal information as follows:

- First Name
- Last Name
- E-mail Address
- Job Title
- Company

### Use of Your Personal Information

Groom uses the information you provide through our subscription service (name, title, company, e-mail address) to include you in our marketing distribution lists and provide you with select content and information regarding the industry and services that Groom supports.

Your information is NOT used to solicit business and is strictly informational only.

### Edits or Changes to Your Personal Information

Groom acts as a program manager and makes subscribe and unsubscribe changes to the distribution mailing list as required. All data processing functions are handled by an outsourced 3<sup>rd</sup> party website and hosting vendor on behalf of Groom.

### Sharing Information with Third Parties

Groom does not sell, rent, lease, or disclose its marketing distribution lists to third parties.

Groom may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Groom or the site; (b) protect and defend the rights or property of Groom; and/or (c) act under exigent circumstances to protect the personal safety of users of Groom, or the public.

## Right to Edit, Modify, or Delete Your Personal Information

To unsubscribe from mailing lists: All subscribers have access to a self-service, “unsubscribe” button that is included in all marketing emails sent to the subscriber. This “unsubscribe” button allows the user to perform a self-administered “deletion” from the marketing distribution lists. Subscribers may also contact the Groom Marketing Department as noted below to unsubscribe from the mailing list.

To edit, modify, or delete personal information: All subscribers may contact our Marketing Department to edit, modify or delete their preferences and/or personal information maintained in our marketing distribution lists.

Subject to certain exceptions set out below, upon receipt of a verifiable request from you in writing via email or regular US postal mail, Groom acting as program manager will:

- Delete your personal information from our records; and
- Direct any service providers to delete your personal information from their records.

If you would like to stop receiving marketing or promotional communications via email from Groom, you may “OPT-OUT” of such communications via the self-service “Unsubscribe” button included in all marketing emails, or by contacting Groom’s Marketing Department Administrator by email or in writing with a request to be removed from our mailing lists. Contact Information appears below.

## Changes to this Statement

Groom reserves the right to change this Notice of Privacy Practices from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the email address provided by you, by placing a prominent notice on our website, and/or by updating any privacy information. Your continued use of the website and/or Services available after such modifications will constitute your: (a) acknowledgment of the modified Notice of Privacy Practices; and (b) agreement to abide and be bound by that Policy.

## Contact Information

Groom welcomes your questions or comments regarding this Notice of Privacy Practice. If you believe that Groom has not adhered to this statement, please contact Groom at:

Groom Law Group  
1701 Pennsylvania Avenue, N.W.  
Washington, D.C. 20006

Email Address:  
[marketing@groom.com](mailto:marketing@groom.com)

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