

PRIVACY POLICY

Protecting Your Privacy and Security

At the Middleberg Riddle Group (“MRG”),

The collection and use of personal client information is fundamental to our ability to provide and administer services to you as our clients. We collect and use information for such purposes as evaluating a request for legal advice, administering our services, processing requested documentation and offering additional other services.

Our relationship with you is our most important asset. We understand that you have entrusted us with private information, and we do everything we can to maintain that trust. The following are the details of our approach to privacy.

The MRG privacy policy applies to every current or former client and to any information that we may obtain from any current or former client. Throughout this policy, we refer to that information as “personal information.”

We do not sell your personal information to anyone.

We do not disclose personal information to third parties, unless one of the following limited exceptions applies:

- We disclose personal information, to companies, including financial institutions that contract with MRG to execute transactions, act in a custodial capacity, etc.
- We may disclose personal information to companies that help us process or service your transactions.
- We may disclose information we collect, as described in Section 3 below, to other service providers that perform client service activities on our behalf.
- We may disclose or report personal information in limited circumstances where we believe in good faith that disclosures is required by law (for example, to cooperate with regulators or law enforcement authorities, resolve consumer disputes, perform credit/authentication checks, or for institutional risk control).

Our service providers are obligated to keep the personal information we share with them confidential and use it only to provide services specified by MRG. Outside of these exceptions, we will not share personal information with third parties unless you have specifically asked us to do so.

We do collect personal information in the normal course of business in order to provide requested legal advice and/or documentation.

Information From Individuals

Most information we collect is obtained directly from a client. The information we collect may include name, address, phone number, email address, Social Security number, date of birth, marital status, and financial information. We also may collect information from consumer reporting agencies.

Information From Third Parties

If we need to verify information or need additional information, we may obtain information from third parties; for example, consumer reporting agencies, title companies, etc. Personal information collected from individuals and third parties may vary depending upon the type of legal service requested by the individual.

We use "cookies" to aid in the user experience.

Our website uses cookies to remember your login name and retain frequent selections you make within the site. We never store Non-Public Personal Information or loan data in cookies. We do not use cookies to collect information used in advertising/marketing, and the information we do store is not transmitted to third parties.

We protect the confidentiality and security of your personal information.

Companies we hire to provide support services are not allowed to use personal information for their own purposes and are contractually obligated to maintain strict confidentiality. We limit their use of personal information to the performance of the specific service we have requested.

We restrict access to personal information to select employees and agents who have a need for such information for business purposes only. All such employees are trained and required to safeguard such information.

We maintain physical, electronic, and procedural safeguards to protect personal information.

We continue to evaluate our efforts to protect personal information and make every effort to keep your personal information accurate and up to date.

If you identify any inaccuracy in personal information, or you need to make a change to that information, please contact us so that we may promptly update our records and better serve you.

We will provide notice of changes in our information sharing practices.

If, at any time in the future, it is necessary to disclose any of the personal information in a way that is

inconsistent with this policy, we will give you advance notice of the proposed change so that you will have the opportunity to opt out of such disclosure to the extent permitted by law.

If you have any questions or concerns, please contact us at:

Middleberg Riddle Group
Thanksgiving Tower
1601 Elm St., Suite 2005
Dallas, TX 75201
Phone: 214-220-6300