

IMPORTANT NOTES ABOUT THIS TEMPLATE: This sample template (“Template”) relates solely to the use of the mobile messaging program (the “Program”), or to data collection and use of personal information gathered through the Program, and is for informational purposes only. **You should consult independent legal advice before implementing this Template in whole or in part.**

TEMPLATE PRIVACY POLICY

Most Recent Update: [insert date]

This Privacy Policy explains how [insert full legal company name] (“[insert company name]”) collects, uses, and discloses your personal information.

COLLECTION OF PERSONAL INFORMATION. We collect personal information directly from you when you interact with us, including when you complete forms online or in person, register with our office, or otherwise provide information to us. The information we may collect includes your first and last name, mailing address, email address, and phone number.

USE OF PERSONAL INFORMATION. We use the personal information we collect to provide you with products and services, customer service and support, and other relevant information. We may also use the personal information to market our products and services to you, including by text message, subject to your consent.

DISCLOSURE OF PERSONAL INFORMATION. We will not sell your personal information, but we may disclose your personal information if necessary to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights. SMS consent data will not be shared with third parties and will be used only to provide the services you have consented to receive.

YOUR PRIVACY RIGHTS. You may have the right to request access to your personal information we hold, to port it to a new service, or to request that your personal information be corrected or deleted. To exercise any of these rights, please contact us at [add contact information].

CHANGES TO THE PRIVACY POLICY. We may update this Privacy Policy at any time. Please review this Privacy Policy frequently.

CONTACT INFORMATION. If you have any questions about this Privacy Policy or our privacy practices, please contact us at [add contact information].