

**Richard Berger Law Office d/b/a Commonwealth Estate  
Planning and/or [www.commonwealthestateplanning.com](http://www.commonwealthestateplanning.com)  
(the “Firm”)**

**“Privacy Policy”**

PLEASE READ THIS PRIVACY POLICY CAREFULLY AND IN ITS ENTIRETY BEFORE USING [www.commonwealthestateplanning.com](http://www.commonwealthestateplanning.com) (HEREINAFTER REFERRED TO AS THE “SITE”).

This Privacy Policy is here to better serve those who are concerned with how their information is used online. The following describes what type of information we collect, what it’s used for, and the measures we take to protect it.

IMPORTANT NOTE: By using the Site and/or purchasing, viewing, downloading, or otherwise signing up to receive Commonwealth Estate Planning email list newsletter, social media posts, blog posts, guides, forms, website materials (hereinafter collectively referred to as the “Site and/or Products”), you voluntarily agree to be bound by this Privacy Policy.

If you have any questions about this Privacy Policy, please contact Attorney Richard Berger at [rkentberger@gmail.com](mailto:rkentberger@gmail.com).

If you do not agree with the terms of this Privacy Policy, do not use or browse the Site.

**1. Definitions**

“**Company**”, “**We**”, “**I**”, “**Our**”, or “**Us**” means the Firm which includes our website [www.commonwealthestateplanning.com](http://www.commonwealthestateplanning.com).

“**Content**” includes any information on [www.commonwealthestateplanning.com](http://www.commonwealthestateplanning.com), any of our email lists, newsletters, social media posts, blog posts, forms, webinars, website materials, and/or templates available on or through the Site.

“**Personal Information**” means information that can be used on its own or in conjunction with other information to identify, contact, or locate a person, or to identify an individual in context. For example, personal information includes, among other things, your name, address, email address, telephone number, etc.

“**Site**” means [www.commonwealthestateplanning.com](http://www.commonwealthestateplanning.com) and any and all of the Company’s associated pages, tabs, landing pages, forms, sub-pages, newsletters, social media posts, blog posts, forms, webinars, website materials, and/or templates available on or through the Site.

“**You**” or “**Your**” means the user, customer, or viewer of the Site.

## **2. Company Statement:**

The Site and its Content are owned by the Firm.

The Firm is committed to protecting your Personal Information. We will only collect or use your Personal Information in accordance with the Privacy Policy herein.

## **3. What kind of Personal Information do we collect?**

*Personal Information You Provide:*

When using the Site, and in filling out forms, or contacting us, you may be asked to enter your name, email address, website address, phone number, etc. We use this information to deliver the information requested.

## **4. What if the Personal Information we have about you is incorrect or you want to update it?**

If the Personal Information we have collected about you is incorrect or incomplete in any way, or you would like to update what we have, please contact Attorney Richard Berger at [rkentberger@gmail.com](mailto:rkentberger@gmail.com). We will make the appropriate corrections when notified, as long as the corrections requested to be made are not incorrect or fraudulent in any way.

## **5. When do we collect Personal Information?**

We collect Personal Information from you when you fill out a form. If you're just viewing the Site, you won't be required to provide personal information to browse. We do not use Google analytics or any other similar tracking software to track you when you view our site.

## **6. How do we use your Personal Information?**

When using the Site, we may use the Personal Information we collect from you when you enter it into our contact form, sign up for our newsletter, respond to a survey or marketing communication (typically by email), or use certain other Site features in the following ways:

- To personalize your experience
- To improve our Site in order to better serve you.
- To allow us to better serve you in response to your customer service requests.
- To send periodic emails regarding the Site.

## **7. Do we share your Personal Information with anyone?**

We do not sell, trade, or otherwise transfer to outside (third) parties your Personal Information for marketing or advertising purposes. Notwithstanding the foregoing, we do reserve the right to use your Personal Information for the following very limited purposes:

- in order to comply with an investigation, law enforcement inquiry, government entities, courts, or other third parties as required or allowed by applicable law, such as for legal and/or safety purposes.
- Third-party service providers that provide products, tools, platforms or services to us, such as email-list building, website management, customer service, account maintenance, and performing other activities and services related to the management and running of our company.

We may disclose your Personal Information to our subsidiaries, contractors, subcontractors, assigns, affiliates or successors in interest when necessary to carry out our business functions. This may include website hosting partners and other parties who assist us in operating our website, email service, conducting our business, or serving our users, so long as those parties agree to keep this information confidential.

However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses. If you make your personal information available to third parties through our Site, the Firm is not responsible for any unauthorized use by that third party.

It's also important to note that we do not allow third-party behavioral tracking.

## **8. How do we protect your Personal Information?**

We aim to make your visit to our Site as safe as possible. The Site uses commercially acceptable methods of security protection to protect your information.

Your Personal Information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the Personal Information confidential. By viewing and/or using the Site, you acknowledge that the Firm and its staff and independent contractors may access your Personal Information.

## **9. Do we use 'cookies' or social media pixels?**

*Cookies.* We, and third-parties as described in Section 7 herein, use cookies and collect information from the computer, mobile phone, or other device you use to access the Site, read our emails, or view our advertisements. This information is automatically collected. Cookies are small data files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the site or service provider's systems to recognize your browser and capture and remember certain information. They are also used to help us understand your preferences based on previous or current Site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about Site traffic and Site interaction so that we can offer better site experiences and tools in the future.

We use cookies to:

- Compile aggregate data about site traffic and site interactions in order to offer better Site experiences and tools in the future. We may also use trusted third-party services that track this information on our behalf.

- To personalize your experience and better understand customers' preferences for our marketing and business purposes.

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Since each browser is a little different, look at your browser's Help Menu to learn the correct way to modify your cookies.

While you may disable the use of cookies through your browser's settings or options page, you may lose some of the features and functionality of the Site as cookies are necessary to help track and enhance your experience on the Site.

#### **14. Children's Online Privacy Protection Act ("COPPA"):**

We do not specifically market to children under the age of 13. Please STOP and do not use or browse the Site, if you are under 13 years old. If you're younger than 13, you are not permitted to enter any Personal Information on this Site.

If you are a parent and you believe your child under the age of 13 has provided us with Personal Information, please contact Richard Berger immediately to have it removed by emailing at [rkentberger@gmail.com](mailto:rkentberger@gmail.com)

#### **16. CAN-SPAM Act of 2003:**

The CAN-SPAM Act is a U.S. law which establishes rules for commercial email messages, gives you the right to stop certain commercial emails from being sent to you, and outlines certain penalties for commercial entities or persons who violate the law.

We collect your email address and name so we can:

- Send information, respond to inquiries, and/or other requests or questions.
- Send you additional information related to your service.

In accordance with the CAN-SPAM Act, we agree to the following:

- We will not use false or misleading subjects or email addresses.
- We will identify the email message as an advertisement in some reasonable way.
- We will include our business mailing address and/or physical address in our emails.
- We will honor opt-out/unsubscribe requests quickly.
- We will allow users to unsubscribe by using the appropriate link at the bottom of each email.

TO UNSUBSCRIBE:

If at any time you would like to unsubscribe from receiving future emails, you can email us at Attorney Richard Berger at [rkentberger@gmail.com](mailto:rkentberger@gmail.com) or follow the instructions at the bottom of any email you receive from us and we will promptly remove you from future correspondence(s). However, unsubscribing from one list or set of emails may not unsubscribe you from receiving ALL future emails from us. If you experience any problems unsubscribing, please email Attorney Richard Berger at [rkentberger@gmail.com](mailto:rkentberger@gmail.com) and we will promptly handle your removal.

## **17. Your General Data Protection Regulation ("GDPR") Rights**

If you are located within the European Union ("EU"), you are entitled to certain rights under the GDPR. You have the right to:

- Know how long we'll keep your information. We'll keep your personal information until (1) you either ask us to delete your information or (2) the Company decides it no longer needs the data and the cost of retaining it outweighs the value to keeping it.
- Access, rectify or erase your personal information.
- Withdraw your consent to the Company's processing of your data, which shall have no effect on the lawfulness of the processing of your personal information prior to your withdrawal.
- Lodge a complaint with a supervisory authority that has jurisdiction over GDPR issues.
- Provide only your personal information which is reasonably required to enter into a contract with us. The Company will not ask for your consent to provide unnecessary personal information on the condition of entering into a contractual relationship with the Company.

## **18. Contacting Us:**

If there are any questions regarding this Privacy Policy, you may contact us using the following information:

Commonwealth Estate Planning

Website: [www.commonwealthestateplanning.com](http://www.commonwealthestateplanning.com) (see contact form)

Mailing Address: 31 Nicholas Road, Suite 3343, Framingham, MA 01701

Email: [rkentberger@gmail.com](mailto:rkentberger@gmail.com)

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