

## Our Privacy Policy

Cosmo Legal, Inc. (the "Company", "we", "us", "our" or "Cosmo Legal") is committed to protecting the privacy of our clients, customers, employees and business partners. Cosmo Legal adheres For purposes of this statement, "Personal Information" includes personal data and means information that is:

1. transferred from the Australia to the India or within India; and
2. recorded in any form; and
3. About, or pertains to, a specific individual or can be linked to that individual.

The following privacy statement explains our general policy and practices on safeguarding the data collected, processed, provided or transferred directly or indirectly by our clients in any form or manner. We also collect information about visitors to our website [www.CosmoLegal.com](http://www.CosmoLegal.com). All information pertaining to identified or identifiable individuals residing in the Australia, US or India, or other data relating to them, that Cosmo Legal may have access to, falls within the purview of this Privacy Policy.

### Data Integrity & Collection

**Data Received from Clients:** Cosmo Legal, in connection with the rendering of legal support services, receives, directly or indirectly, via oral or written communication, Personal Information of its clients or Personal Information of the customers or clients of its clients residing in the Australia or any other country. All of the data received by Cosmo Legal is only in its capacity and role as a legal support services provider. We process and analyze such data only for the limited purposes of providing legal support services, in accordance with the instructions of our clients. Cosmo Legal believes in protecting such Personal Information with the highest levels of privacy and confidentiality measures as detailed below.

**Data Received from Visitors:** Cosmo Legal collects the domain names and 'IP addresses' of the visitors to our website [www.CosmoLegal.com](http://www.CosmoLegal.com) on our web server. This information is used only for the purposes of measuring the number of visitors to our website, average time spent by each visitor to our website, pages viewed by each visitor to our website, and each visitor's use of our website. We do not, as a rule, make any unsolicited communications using such information. Cosmo Legal also utilizes the services of third parties to assist in our marketing efforts. These parties may serve cookies to visitors' browsers and provide reports pertaining to the visitors' usage of our website, including information about visitors' broad geographical location (city, state, and country), Internet Service Provider (ISP), or pages visited. The information collected does not uniquely identify the individual visitor.

**Data Received from Job Candidates:** Cosmo Legal often receives resumes from candidates interested in working at Cosmo Legal. If candidates provide their email or telephone numbers in their resumes or related correspondence, or if they contact us via

email, thereby providing their email address, this information is collected and stored by Cosmo Legal's HR department for the sole purpose of responding to such inquiries.

#### **Disclosure of Personal Information**

We do not sell, rent or disclose the data we receive from the sources stated above to any third parties. The employees or authorized personnel of Cosmo Legal are given access to Personal Information only when the Personal Information is necessary to the performance of an authorized task. We do not disclose an individual's Personal Information to third parties, except as required by law.

#### **Transfer of Data to Other Entities of Cosmo Legal**

We may share Personal Information with our affiliates only in connection with the rendering of legal support services to our clients, where our affiliate is involved in the management of the specific matter in question. In such instances, information may be shared or transferred, depending on the client instructions received by Cosmo Legal, to the Cosmo Legal affiliate. This sharing or transferring of information may involve the transfer of data from the Australia to India or within India. Our affiliates have agreed in writing to provide the same level of privacy protection as is required by the

---

#### **Changes to our Privacy Policy**

Cosmo Legal reserves the right to modify or amend this Privacy Policy at any time and for any reason. Nothing contained herein creates or is intended to create a contract or agreement between Cosmo Legal and any person visiting the Cosmo Legal website.

#### **Enforcement**

Cosmo Legal has put in place measures to ensure ongoing compliance with the respective frameworks. We encourage individuals to raise any complaints or queries regarding the manner in which we process their Personal Information by contacting us at the email address [info@CosmoLegal.com](mailto:info@CosmoLegal.com)

#### **Information Subject to Other Policies**

Please note that our website [www.CosmoLegal.com](http://www.CosmoLegal.com) may provide links to the websites of our affiliates, who have their own privacy policies that apply to those websites.

#### **Contact Information**

You may send any questions regarding our Privacy Policy to the following address and contact person:

#### **Cosmo Legal**

*Privacy Policy was last updated on JULY 21<sup>st</sup>, 2015.*