

Privacy Policy

Last Updated: October 9, 2025

Introduction

This Privacy Policy (the “**Policy**”) explains how Hinshaw & Culbertson, LLP (“**we**”, “**us**”, or “**our**”) may collect, share, use, and process personal information about you, and how you can exercise your privacy rights.

Scope

This Policy applies to our website (<https://www.hinshawlaw.com>) and lawyeringlaw.com (the “**Website**”), our related social media pages, our marketing activities/services, events, communication services and other activities which may be described in this Policy (collectively, the “**Services**”). You can jump to a particular topic by clicking any of the following links:

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We may provide additional or supplemental privacy notices for other specific services that we offer at the time of collection. Unless otherwise noted, those supplemental notices should be read together with this Policy.

By visiting our Website or participating in our events or using our Services, you are accepting the policies and practices described herein, which may be amended from time to time. Each time you visit the Website, you agree and expressly consent to our collection, use and disclosure of the information that you provide as described in this Policy. If you do not agree with the terms of this Policy, then please exit the Website and close your browser.

Personal Information We Collect

In this Policy, “**personal information**” means any information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly, or indirectly to an individual, household or device. For purposes of this Policy, personal information does not include:

- Publicly available information from government records; and
- Deidentified, aggregated or anonymized information that is maintained in a form that is not capable for being associated with or linked to you.

We collect certain pieces of information when you interact with us, including when you use our Website or retain our Services:

- **Information You Provide Voluntarily.** We collect personal information that you voluntarily provide to us, including: when you communicate via email or other channels; when you sign up for news, publications and marketing communications and events; when you sign up for an account or use our licensing Services; when you seek career information or apply for a job with us; when you register for newsletters, alerts, or other materials; when you sign up for a webinar or event; or when you respond to our communications or requests for information. The information you provide may include: your name, contact information such as phone number and work email address, title, employment information, state bar number, social security number, citizenship, place of birth, driver’s license number, marital status, professional memberships, and information about the organization with which you are affiliated such as mailing address. In relation to job applicant information, the information you provide may also include employment and educational history and qualifications. We only collect and process the personal information we need to allow us to respond to your request and/or provide the particular service you have sought. We may collect personal information as part of legal services and that personal information is governed by our engagement letter.
- **Information We Collect Automatically.** We may automatically collect personal information about you when you use our Services such as, but not limited to:
 - *Device Information.* We may collect personal information about devices you use to access the Services and how you use the Services, such as your Internet Protocol (IP) address and which websites you visited before accessing our Services.

- *Performance and Log Data.* Our servers may automatically record personal information created by your use of our Services, which may include personal information such as, but not limited to, your IP address, browser type, operating system, the referring web page, pages visited, location, coarse geolocation information, your mobile carrier, application IDs, and search terms.
- *Cookies, pixels, beacons and other digital trackers.* We use cookies, pixels, beacons and other digital trackers on our Website. For more information please see [How We Use Cookies and Digital Tracking Technologies](#).
- *Google Analytics and Advertising:* Google Analytics and Advertising: We use Google Analytics to better understand how you interact with our Website. Our ability to use and share personal information collected by Google Analytics about your visits to our Websites is restricted by the Google. Google Analytics through your web browser automatically sends back certain information to Google. This could include the URL of the page you are viewing on our Website and your IP address. Google then may use the IP address, for example, to identify your general location, what site you came from, to measure the effectiveness of ads, and, depending on your settings, to improve the relevance of the ads you see. To understand how Google uses data when you use our Website see the Google Privacy Policy (<https://policies.google.com/privacy>) and to opt out of Google Analytics at any time by visiting <https://tools.google.com/dlpage/gaoptout/>.
- *Information We Receive from Third-Parties:* If you access our Website from a third-party, such as a social media platform (e.g., LinkedIn and X), we may receive personal information about you from such sites, in accordance with that social media platform's privacy policy and/or terms of use. The connected social media platform may provide us with information such as your name, account profile, title, business and home address, professional experience, qualifications and other personal information.
- *By Combining Personal Information.* We may combine personal information that we collect online and offline, from different devices that you use, or information we obtain through third parties with personal information we already have about you.

How and Why We Use Your Information

To Provide Our Services to You. We may process your personal information to inform you about our Services, new legal and policy developments, relevant information in the industries we serve.

- **To Respond to Your Inquiries.** We process your personal information when you contact us, such as with questions, concerns, feedback, disputes or issues.
- **To Enforce Our Terms or Agreements.** We process your personal information to actively monitor, investigate, prevent and mitigate any alleged or actual prohibited, illicit or illegal activities in connection with our Services; investigate, prevent, or mitigate violations of our terms, agreements or policies; and enforce our agreements with third parties and partners. We cannot perform our Services in accordance with our terms, agreements or policies without processing your personal information for such purposes.
- **To Ensure the Security of the Service.** We process your personal information to: combat spam, malware, malicious activities or security risks; improve and enforce our security measures; and to monitor and verify your identity so that unauthorized users do not access your account with us or your information we otherwise

hold. We cannot ensure the security of our Services if we do not process your personal information for security purposes.

- **To Engage in Marketing and Advertising Activities.** We process your personal information to inform you about Services, legal and policy developments, and marketing events. We use your personal information to help register you for events or to provide you with newsletters, publications, blogs, social media feeds and other marketing information. We use your personal information to measure and analyze the effectiveness of our advertising and marketing efforts.
- **For Development Purposes.** We collect your personal information to audit, improve, and develop our Website and Services.
- **For Legal Reasons.** To respond to requests as required by applicable law, court order, judicial or governmental subpoena, or governmental regulations.

Additionally, we may use your personal information as we believe necessary or appropriate to protect our rights, privacy, safety, property, and/or those of others.

- **For Internal Business Purposes.** We may use your personal information to improve and operate our practice.

Information Sharing and Disclosure

We may share or disclose personal information to the following categories of recipients:

- **Our Service Providers.** We disclose and share your personal information to third parties that provide business, professional, marketing, analytic, or technical support services for us and/or administer activities on our behalf. We make these business purpose disclosures under written contracts that describe the purposes, require the recipient to keep the personal information confidential, and prohibit using the disclosed information for any purpose except as permitted by applicable laws.
- **Our Business Partners.** We disclose, share and sell your personal information to our business partners in order to provide you with the products and Services you have requested or for marketing purposes. These third parties may use this information for their marketing, development and analytics purposes. We work with our third parties to enter into the appropriate contracts to protect your personal information.
- **Governmental and Public Authorities.** We disclose your personal information to government and public authorities as necessary or permitted by the laws of any jurisdiction in which we operate, including in response to a subpoena, court order, investigative demand, request for cooperation from a law enforcement agency, or similar request from a self-regulatory body or government agency.
- **Relevant Third Parties in Connection with a Business Transaction.** We may disclose or otherwise transfer your personal information to an acquirer, successor, or assignee as part of any merger, acquisition, debt financing, sale of assets, or similar transaction as well as in the event of any insolvency, bankruptcy, or receivership in which information is transferred to one or more third parties as one of our business assets.
- **Other Parties.** We may disclose your personal information to other parties as we believe necessary or appropriate either to: (1) comply with applicable law; (2) protect our operations; (3) investigate and prevent

against fraud and other illegal activity; (4) protect our rights, privacy, safety, property, and/or those of others; or (5) allow us to pursue available remedies or limit damages that we may sustain.

- **Your Consent.** We will disclose your information to a person you have given us your consent to disclose to or as required to complete the Services.

How We Use Cookies and Digital Tracking Technologies

We engage in interest-based advertising to deliver online advertising that may be more relevant to your interests.

We use “cookies” or other digital tracking technologies that are placed on your device or computer and often include a unique identifier. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org> or the [Your Choices](#) section below.

We may infer these things about you based on your activity on certain webpages, including your scrolling activity, keystrokes and browsing, links you click on our Website and other websites you visit, mobile applications you use, or our brand emails you view and links you click in the emails, and based on other information we have collected, such as from other third parties. We may group together information to help us learn about general trends, habits or characteristics about a group of customers who act similarly online or offline and use this information to provide you a better experience online.

This means that we permit third party online advertising networks, social media companies, and other third party services to collect information about your use of our Website over time so that they may advertise to you on other websites or services you may use, and on other devices you may use.

Do Not Track Settings. Given the differing practices of organizations that offer browsers and the lack of a standard in the marketplace, we generally do not respond to DNT signals at this time.

Your Choices

You have the ability to make certain choices about how we use your personal information, as described below.

- **Opting Out of Marketing Communications.** You can opt out of receiving marketing and promotional communications from us at any time by clicking the opt-out link at the bottom of the communication or by emailing us at dataprivacy@hinshawlaw.com.
- **Declining Cookies and Pixels.** You are always free to decline any cookies and pixels we use by adjusting the settings of your browser or on the cookie consent tool on our Website. All browsers are different, so visit the “Help” section of your browser to learn about cookie preferences and other privacy settings that may be available. You may also visit www.allaboutcookies.org for more information about cookies, including how to see what cookies have been set on your device and how to manage and delete them. Please note that some products, services or features might not be available or operate properly if cookies are not enabled. Even if you choose to accept cookies, you are always free to change your mind and revoke that consent.

If you do not want social media sites to collect and share certain information about you, change your settings on those sites as we do not control their actions.

Information Security

We seek to use reasonable technical, organizational and administrative measures to protect your personal information against unauthorized or unlawful access or processing, and against accidental loss, destruction or damage. However, no system can be completely secure. Therefore, although we take steps to secure your personal information, we cannot guarantee the security of the personal information we may have collected or received from you.

Information Retention

We retain personal information for as long as is necessary to perform the activities described in this Policy or when we have an ongoing business need to do so, such as for legal, regulatory, accounting or reporting requirements.

Personal information retained for a business purpose shall be retained as long as it is necessary to fulfill such purposes and as otherwise specified in applicable record retention policies and procedures.

Third Party Services

The Website may contain features or links to websites and services provided by third parties, which are not governed by this Policy. Any personal information you provide to the owner or operator of another website or a third-party service is provided directly to the owner or operator and is subject to its privacy policy, even if accessed through the Website. We encourage you to review all third parties' privacy policies before providing them with your personal information.

Children's Information

The Website and the Services offered there are not intended for or directed to individuals under the age of 18, and we do not knowingly collect personal information from individuals under the age of 18. If you know that a child under the age of 18 has provided personal information to us, please contact us as indicated below and we will delete that personal information as appropriate.

Personal Information Collection and Disclosure Under Certain State Laws

The following chart details which categories of personal information we collect, the source(s) of each category of information, the categories of third parties to who we disclose each category of information for a business purpose, and the categories of third parties to or with whom we “sell” or “share” each category of information (as such terms are defined under applicable laws) for advertising, analytics and marketing business purposes. We are providing this information as a courtesy to our users and are not waiving any rights to object to the applicability of any state data protection laws.

Category of Personal Information Collected	Categories of Sources	Disclosures of Personal Information for Business Purpose
Identifiers, including name, email address, IP address, and other identifiers.	Directly from individuals through automated means	We disclose this information for the following purposes: • Our Service Providers
Personal information categories under applicable laws, including those listed in the California Customer Records statute, such as name, address, and telephone number.	Directly from individuals	We disclose this information for the following purposes: • Our Service Providers
Internet or other electronic network activity information, including information regarding interactions with the Website and advertisements.	Directly from individuals through automated means third-party sources	We disclose this information for the following purposes: • Our Service Providers • Our Analytics Providers

Personal Information categories under applicable laws, including those listed in the California Customer Records (Cal. Civ Code Section 1798.80 (e)), such as signature, credit card number and billing address.	Directly from individuals	We disclose this information for the purpose to the following Service Providers:
Sensory Information, such as audio, electronic, visual, thermal, olfactory, call recordings, or similar information.	N/A	N/A
Protected Classification Characteristics under California or US Law.	N/A	N/A
Geolocation Data (i.e., data describing your current and past whereabouts) (Imprecise Geolocation).	N/A	N/A
Biometric Information (i.e. photographs and face scan information).	N/A	N/A
Professional or employment information or education (i.e., where a person currently works, wants to work, or has worked in the past).	Directly through individuals	We disclose this information for the purpose to the following Service Providers:
Inferences, meaning inferences drawn from any of the information in the above-listed categories of information.	Through automated means third-party sources	We disclose this information for the purpose to the following Service Providers:

Disclosures of Personal Information. As detailed in the “[How We Use the Personal Information We Collect](#)” section of this Policy, we disclose personal information to fulfill specific purposes permissible under applicable laws. We may also disclose certain categories of personal information to competent governmental and public authorities and other third parties as necessary or appropriate, including when we have a legal or contractual obligation to disclose the information.

Sale, or Sharing of Personal Information. We “sell” or “share” (as such terms are defined by California or others state privacy laws) certain categories of personal information to and with our affiliates and third parties. As detailed in the chart above, we also “sell” or “share” certain categories of personal information for analytics, marketing and advertising purposes. Refer to the chart above for additional details.

Sensitive Personal Information. We do not collect or retain sensitive personal information.

International Data Transfers

We do not transfer, store, or process any personal information outside of the U.S. Our Website is directed only to U.S. consumers and clients and Services and is only intended for use in the U.S. Our Website is not directed to consumers or customers outside of the U.S. We may transfer personal information from the European Economic Area, United Kingdom and Switzerland to the USA and other countries, some of which have not been determined by the European Commission to have an adequate level of data protection. Personal information of European Union residents will be transferred in compliance with the requirements of the GDPR.

Data Subject Access Rights

We are committed to respecting your privacy and providing you with meaningful choices regarding your personal information. While we may not be subject to comprehensive privacy laws in every jurisdiction, we have chosen to extend certain privacy rights our users as determined in accordance with applicable laws and our discretion. By doing so, we do not concede or submit to the jurisdiction of any particular state, country, or regulatory authority, nor do we waive any rights or defenses available to us under applicable law.

If you are a consumer of a U.S. state where there is a comprehensive state privacy law or if you are located elsewhere, you may be able to exercise any or all of the following privacy rights:

The Right to Know

You have the right to know about the personal information we collect

- The categories of personal information we collect
- The categories of sources from which we collect personal information
- The categories of personal information we share with third parties, including categories of recipients

- The categories of personal information was shared

The Right to Access & Portability

You have the right to access to obtain a copy of the personal information that we maintain, which allows you to transmit the

The Right to Correction

You have the right to correct inaccurate information and the purpose

The Right to Request Deletion

You have the right to request deletion of certain exceptions.

The Right to Non-Discrimination

You have the right not to be

The Right to Opt Out of Sale, Sharing and Targeted Marketing and Profiling

The right to direct us not to use your information for advertising targeting/cross-context

How to Exercise Your Privacy Rights. If you are interested in exercising any of the above-listed rights, you can do so by sending an email to dataprivacy@hinshawlaw.com with the subject line “**Privacy Rights Request**” or contact our Privacy Officer at 312.704.3000, or the address listed below.

Upon receipt of your request, we will endeavor to honor it based on the information that we collect and maintain. Depending on the nature of your request, you will need to do the following in order for us to honor it:

- Provide minimum information necessary to allow us to reasonably verify you are the person about whom we have collected personal information. As required under applicable laws, we will use the requested information for verification purposes only.
- Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

We may use third parties to verify your identity and process your request. We will evaluate your request, as required by applicable law, and respond to your request within 45 days, if we are able to verify your identity. Please note that we may decline certain requests if we cannot verify your identity and confirm the personal information we maintain relates to you.

If you have any questions about your rights, please email us at dataprivacy@hinshawlaw.com. Please note that you may only make a request to know/access or data portability twice within a 12-month period.

Authorized Agents. You may authorize someone to submit a privacy rights request on your behalf (an “**authorized agent**”) using the submission methods outlined above. An authorized agent will need to

demonstrate that you have authorized them to act on your behalf, unless you have provided the agent with power of attorney pursuant to applicable law. Depending on the evidence provided, we may also contact you to verify your identity directly with us or request confirmation from you that the agent is authorized to submit the request on your behalf.

Appealing Privacy Rights Request. Under certain applicable laws, in the event that Hinshaw is subject to them, you have the right to appeal a privacy rights request that has been denied. All appeals should be submitted via email to dataprivacy@hinshawlaw.com with the word “APPEAL” clearly indicated in the subject line. If you are unsatisfied with the way that we have handled your appeal, you may have the right to file a complaint.

Other California Privacy Rights. The California Civil Code permits California Residents with whom we have an established business relationship to request that we provide you with a list of certain categories of personal information that we have disclosed to third-parties for their direct marketing purposes during the preceding calendar year. To make such a request please send an email to dataprivacy@hinshawlaw.com. Please mention that you are making a “*California Shine the Light*” inquiry.

Changes to This Privacy Policy

We will update this Policy as needed to reflect changes in our Services, the law and customer feedback. When we post changes to this Policy, we will revise the “last updated” date at the top. If there are material changes to this Policy or how we use your personal information, we will provide you with additional notice, in accordance with applicable law. We encourage you to review this Policy regularly to remain informed about our information practices and the choices available to you.

No Legal Advice Or Attorney-Client Relationship Intended

Nothing contained in this Policy, our Website or its disclaimer is intended to provide legal advice, or to create a contractual or attorney-client relationship. You agree that visiting our Website or providing information to our Website does not create a contractual or attorney-client relationship.

How To Contact Us

We welcome your views about our Website and our Privacy Policy. If you have any questions about our Privacy Policy, or would like to share any comments with us, please contact us via email at dataprivacy@hinshawlaw.com or by mail to Privacy Officer, Hinshaw & Culbertson, 151 North Franklin Street, Suite 2500, Chicago, IL 60606.