

Privacy Policy: Holland & Knight LLP

ADDITIONAL TERMS FOR EXTRANET USERS

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Additional Privacy Policy Terms for Extranet Users

Welcome back to hklaw.com, the Holland & Knight ("**H&K**") website (the "**Website**" or "**Site**").

The following Additional Terms for Extranet Users ("**Extranet Terms**") apply only to Site Users who register for access to an extranet site ("**Extranet Users**"). The Extranet Terms detailed herein supplement, but do not replace, the Privacy Policy and Terms and Conditions of Use that apply to all Site Users. To the extent these Extranet Terms conflict with the generally applicable Policy terms or Terms and Conditions of Use, the Extranet Terms will control.

1. Your Consent

Please read these Extranet Terms and Terms and Conditions of Use with care. When you consent to these Extranet Terms, you are also agreeing to be bound by our general Terms and Conditions of Use. When you consent, it creates legal obligations on you and on H&K. When you register for access to an H&K extranet site, you will be prompted to click an "I Accept" button linked to these Extranet Terms and Terms and Conditions of Use during the registration process. Clicking "I Accept" confirms your agreement to be bound by the Terms and Conditions of Use, including the provisions set forth below in our Extranet Terms.

2. The hklaw.com Extranet Sites

An H&K extranet site (an "**Extranet Site**") is a password-protected area of the Website that is created for and tailored to a particular H&K Extranet User relationship. Our Extranet Sites are designed to provide a range of features. For example, in a litigation matter, we may set up an Extranet Site to provide a convenient method to share with our client (and potentially with co-counsel) case developments, scheduling events (such as hearing dates, depositions dates, and discovery deadlines), and information and work product. In a transaction, we may set up an Extranet Site to post due diligence materials and other information to assist the H&K and client teams in working together. There are a range of other uses for Extranet Sites, which we develop and implement with our clients on a case-by-case basis.

3. Types of Information You May Provide

We use the term "**Extranet Information**" to refer to information you provide in connection with your authorized use of an Extranet Site. Extranet Information includes (i) "**Personal Information**," which is information that could reasonably be used to identify you (for instance, your name, address, e-mail address, birth date, telephone number or any combination of such information); and (ii) "**Anonymous Information**" that does not identify you, such as statistical data concerning your use of the Site. To the extent that the Extranet Information contains Personal Information, please refer to our Privacy Policy and, where applicable, to our Client Data Protection Policy.

4. Our Uses of the Information You Provide

We use the Extranet Information you provide only for purposes of providing the H&K services that are the subject of the associated Extranet Site (except as provided in Section 5 (Disclosures to Third Parties)). We do not share this Extranet Information with third parties (unless the Extranet Site provides for such sharing, or unless you consent). Specifically, we collect, or receive Extranet Information at different points on our Website, and use it as follows:

- 4.1 **Information Collected at Registration.** In order to become an Extranet User on our Site, we require that you complete a registration form. This form asks for contact information, which includes such data as (i) name; (ii) mailing address; and (iii) e-mail address. We use the information to furnish a unique password, and in part to authenticate the Extranet User in the process of providing access to an Extranet Site.
- 4.2 **Extranet Exchanges.** Where exchanges over an Extranet Site constitute attorney-client communications or attorney work product, we hold such information in confidence in accordance with applicable ethics rules and other rules that apply to our legal practice ("**Ethics Rules**"), and where applicable, in line with our Client Data Protection Policy.

5. Disclosures to Third Parties

- 5.1 **Site Vendors.** As described in our Privacy Policy, we may employ other companies to perform functions on our behalf, such as maintaining the Website, providing services related to the Site, collecting information, responding to and sending electronic mail, or other functions related to our business and services. In order to obtain these services, we may need to share your Personal Information with these companies (collectively, "**Site Vendors**"). We will provide Site Vendors with only that information necessary to perform their duties with respect to our Website, and we will not allow them to use your Personal Information for any other purpose.
- 5.2 **Questions of Harm; Legal.** We may reveal your Personal Information on a case-by-case basis in order to comply with applicable Ethics Rules.
- 5.3 **Extranet Information.** Certain Extranet Sites may allow access and use by parties in addition to H&K and you (collectively, "**Additional Extranet Users**"). If you disclose information to Additional Extranet Users, this Policy does not cover the uses to which those Users may apply the information, and H&K is not responsible for such Users' conduct. Before making a disclosure, you should check the Privacy Policies of these Additional Extranet Users, or otherwise assure yourself that they provide the desired level of protection to your Personal and other Information.

6. **Changing or Removing Information; Opting Out**

To allow appropriate control over your Extranet Information, you can access your account (after supplying your user name and password) to change your password, or to correct your e-mail address.

7. **Disclaimer Concerning Extranet Site Functionality and Availability**

Extranet Users acknowledge that they have means other than the Extranet Site available to them to obtain needed information from H&K and agree that, if H&K provides the opportunity to obtain timely information via such other means, the inaccessibility of the Extranet Site is harmless.

8. **No Disclaimer Concerning Attorney-Client Exchanges via Our Extranet Site**

H&K expressly retains, and does not disclaim in any manner, responsibility for the content of attorney-client communications via Extranet Sites, and its provision of any advice or attorney work product to its clients via the Extranet Sites. Communications over our Extranet Site that do not take place between H&K and H&K clients are subject to the disclaimers set out in our Terms and Conditions of Use.

9. **Notification of Changes**

If we make any changes regarding disclosure of Personal Information to third parties, upon your next login to an Extranet Site, we will inform you of the modified policy prior to the change becoming effective and, when required, obtain consent from you.

10. Definitions

- 10.1 "**Extranet Terms**" means these Extranet Terms for Extranet Users, located at <https://extranet.hklaw.com>.
- 10.2 "**Additional Extranet Users**" has the meaning set forth in Section 5.3 (Extranet Information).
- 10.3 "**Ethics Rules**" has the meaning set forth in Section 4.2 (Extranet Exchanges).
- 10.4 "**Extranet Information**" has the meaning set forth in Section 3 (Types of Information You May Provide).
- 10.5 "**Extranet Site**" has the meaning set forth in Section 2 (The hklaw.com Extranet Sites).
- 10.6 "**Extranet Users**" are Site Users who register for access to an Extranet Site.
- 10.7 "**Privacy Policy**" means the Website Privacy Policy, available at www.hklaw.com.
- 10.8 "**Site Users**" or "**Users**" are all visitors to the Website, consisting of both General Users and Registered Users.
- 10.9 "**Website**" means the H&K website, including areas accessible to all General Visitors as well as areas accessible only to Registered Users.

11. Site Administration

If you have comments or questions about the administration of this Website, please contact:

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12. Effective Date

The original effective date of the Extranet Terms is April 1, 2011; updated Extranet Terms effective June 1, 2014; further updated effective May 21, 2018.

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