ACCESS IMMIGRATION LLC

PRIVACY POLICY

Effective Date: October 2026

Access Immigration LLC ("the Firm," "we," "us," or "our") is committed to protecting the privacy, confidentiality, and security of every client and individual who interacts with our practice. This Privacy Policy explains what information we collect, how we use, protect, and retain it, and how you can contact us about your information.

1. Scope and Applicability

This Policy applies to individuals who visit our website, contact the Firm, receive our legal services, or whose information we otherwise process. We handle personal information in accordance with applicable law and the confidentiality requirements of the Colorado Rules of Professional Conduct.

2. Information We Collect

- **Information You Provide Voluntarily:** Contact form submissions, emails, phone inquiries, documents submitted for case review, biographical and immigration history data, government identification documents, and financial information for billing purposes.
- **Information Collected Automatically:** When you visit our website, we may collect session data, browser type, IP address, and pages visited. This data is used solely for site functionality and aggregate analysis — never for advertising or individual profiling.
- **Information from Third Parties:** We may receive information from government agencies, courts, employers, or family members when necessary for your case.

3. How We Use Your Information

- To provide immigration legal services and manage your matter.
- To communicate about your case, deadlines, court dates, and government correspondence.
- To comply with legal and regulatory obligations (USCIS, immigration courts, federal agencies).
- To process billing and payments securely.
- To operate and improve our website (aggregate analytics only).

4. Confidentiality and Attorney-Client Privilege

We protect information relating to our representation of clients in accordance with our professional duty of confidentiality. Attorney-client privilege also protects qualifying confidential communications where applicable.

5. Sharing of Information

We never sell, rent, or trade personal information. Limited disclosure occurs only in these circumstances:

- **Government agencies and courts:** as reasonably necessary to provide legal services and represention.
- **Third-party service providers:** We use technology and other service providers as reasonably necessary to operate the Firm and provide legal services. We select providers with appropriate privacy and security protections for the information they process on our behalf.
- **As required by law:** We may disclose information when legally required to do so, such as in response to a valid subpoena or court order. When appropriate and legally permitted, we will take reasonable steps to protect client confidentiality.
- **With your explicit written consent**.

6. Data Security

We use reasonable administrative, technical, and organizational safeguards designed to protect personal and confidential information from unauthorized access, use, alteration, or disclosure.

Despite these measures, no internet transmission is 100% secure. We encourage use of our secure client portal for sensitive document submission.

7. Data Retention

We retain client files, billing records, and other information for as long as reasonably necessary to provide legal services and comply with our legal and professional obligations. When records are no longer required, we take reasonable steps to dispose of them securely.

8. Artificial Intelligence (AI)

The Firm may use artificial intelligence (AI) tools to assist with legal research, document review, drafting, summarizing information, and other work in providing legal services. We use these tools consistent with our professional obligations, including protecting confidential client information and independently reviewing AI-assisted work as appropriate.

AI tools assist our work but do not replace our professional judgment. We take reasonable steps to ensure that AI tools used with confidential client information provide appropriate protections for the privacy and security of that information.

9. Requesting Your Information

You may contact us to request a copy of your client file or to ask us to correct or delete personal information. Some requests may be limited by our legal, ethical, record-retention, or other professional obligations.

10. Cookies and Website Tracking

Our website uses essential cookies for functionality and limited analytics tools to understand aggregate site usage. No advertising cookies, behavioral tracking, or cross-site tracking is employed. Users may adjust cookie settings in their browser at any time; disabling cookies may affect some website functionality.

11. Children's Privacy

The Firm does not knowingly collect personal information from website visitors under 13. Where a child is included in a family immigration matter, their information is handled with utmost care and used only as necessary for the legal representation.

12. Third-Party Links

Our website may link to third-party sites such as USCIS or government portals. This Privacy Policy does not apply to those sites. We encourage you to review the privacy policies of any third-party sites you visit.

13. Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, technology, or legal obligations.

14. Contact Us

For questions, requests, or concerns regarding this Privacy Policy:

Access Immigration LLC
4150 Darley Ave, Suite 6, Boulder, CO 80305
Phone: (720) 432-2221
Email: info@accimm.com
Website: www.accimm.com/privacy-policy

This Privacy Policy does not create an attorney-client relationship. The information on this website does not constitute legal advice. Please contact Access Immigration LLC directly to discuss your specific circumstances.