



Privacy Policy

Effective Date: September 25, 2026.

Introduction

This Privacy Policy describes how Capps and Associates, PLLC ("C&A," "we," "us," or "our") collects, uses, and shares information about you when you visit our website at www.cappspllc.com (the "Site"), interact with our social media pages, or receive email from us that links to this Privacy Policy (together, the "Services"). This Privacy Policy should be read together with our Terms of Use.

This Privacy Policy does not govern information we receive in the course of representing a client. Information relating to a client representation is governed by our engagement agreement with that client and by our professional obligations under the Texas Disciplinary Rules of Professional Conduct, including our duty of confidentiality.

Please note: Using the Site or contacting us through it does not create an attorney-client relationship. Please do not send confidential or time-sensitive information through the Site or by email until an attorney-client relationship has been established in writing. Information you submit about a potential legal matter will be handled in accordance with our professional obligations and as described in our Terms of Use.

Information We Collect

Information you provide to us. We collect information you choose to provide, such as when you submit a contact form, email us, subscribe to our newsletters or legal updates, register for an event, or apply for a position with the firm. This information may include your name, email address, telephone number, mailing address, company or organization, a description of your legal matter, and, for job applicants, your resume and related materials.

Information collected automatically. When you use the Site, we and our service providers may automatically collect certain information, including your IP address, browser type, device type, operating system, the pages you visit, the website that referred you to the Site, and the dates and times of your visits. We collect this information using cookies and similar technologies, as described in the "Cookies and Analytics" section below.

Information from other sources. We may receive information about you from other sources, such as referral sources, publicly available sources, and social media platforms when you interact with our social media pages.

How We Use Information

We use the information we collect to:

- respond to your inquiries and evaluate potential representation, including performing conflict-of-interest checks;
- operate, maintain, secure, and improve the Site;

- send newsletters, legal updates, and event invitations you have requested or that we believe may interest you, subject to your right to opt out;
- evaluate employment applications;
- comply with our legal, regulatory, and professional obligations; and
- protect the rights, property, and safety of C&A, our clients, and others, and detect and prevent fraud and security issues.

How We Share Information

We do not sell your personal information. We may share information as follows:

- **Service providers.** With vendors who perform services for us, such as website hosting, email delivery, analytics, IT support, [and payment processing]. These providers may use your information only to perform services for us.
- **Legal and safety purposes.** Subject to our professional obligations, when we believe in good faith that disclosure is reasonably necessary to comply with applicable law, regulation, legal process, or governmental request; to enforce our Terms of Use; or to protect the rights, property, or safety of C&A, our clients, or others.
- **Firm transitions.** In connection with a merger, combination, or other transition involving the firm, in accordance with our professional obligations.
- **With your consent.** When you direct or consent to the disclosure.

We do not share personal information with third parties for their own direct marketing purposes.

Cookies and Analytics

Cookies are small text files placed on your device when you visit a website. We use cookies and similar technologies to operate the Site, remember your preferences, and understand how visitors use the Site.

Most browsers let you block or delete cookies through their settings. If you do, some features of the Site may not work properly.

Do Not Track. Some browsers offer a "Do Not Track" setting. The Site does not currently respond to Do Not Track signals.

Your Choices

Email. You can unsubscribe from our newsletters and legal updates at any time by using the unsubscribe link in any such email or by contacting us.

Accessing or updating your information. You may request to review, correct, or delete personal information you have provided to us by contacting us using the information below. We will respond as required by applicable law, subject to our legal and professional obligations to retain certain information.

Data Security

We use reasonable administrative, technical, and physical safeguards to protect the information we collect. However, no method of transmitting or storing information is completely secure, and we cannot guarantee the security of information you send to us. Email in particular is not a secure means of communication.

Data Retention

We retain personal information for as long as reasonably necessary for the purposes described in this Privacy Policy, including maintaining records needed for conflict-of-interest checks, and as required to comply with our legal, regulatory, and professional obligations.

Children's Privacy

The Site is not directed to children under 13, and we do not knowingly collect personal information from children under 13. If you believe a child has provided us with personal information, please contact us and we will delete it.

Links to Other Websites

The Site may contain links to websites operated by others. We are not responsible for the privacy practices of those websites, and we encourage you to review their privacy policies.

Visitors Outside the United States

The Site is operated in the United States, and information we collect is stored and processed in the United States. The laws of the United States may differ from the laws of your country.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. When we do, we will post the revised policy on the Site and update the "Last Updated" date above. If we make material changes, we will provide a prominent notice on the Site [or notify you by email].

Contact Us

If you have questions about this Privacy Policy, please contact us at:

Capps and Associates, PLLC
1700 Pacific Ave., Ste. 1045
Dallas, Texas 75201
info@cappspllc.com
972-636-4030