

## Member Privacy Statement

The State Bar of Michigan understands the importance of member privacy and has safeguards in place to protect the information you provide us. Our objective is to assure your privacy while continuing to provide you with superior benefits and services. Our Member Privacy Policy describes the Bar's efforts to meet this objective.

## What Information Do We Collect?

In order to serve you and the public and meet our obligations under statute and court rule, we collect and maintain specific public and nonpublic information about you. We obtain this information from your mandatory Dues Statement and other forms you voluntarily submit to us.

### Public Information

**Your name, P number, status, address of record, and bar admit date are matters of public record and are subject to disclosure. In limited circumstances where disclosure could cause safety or security concerns, the State Bar will consider a limited listing.** Refer to the limited policy at [www.michbar.org/generalinfo/pdfs/Limited\\_form.pdf](http://www.michbar.org/generalinfo/pdfs/Limited_form.pdf).

In addition to this basic information, your telephone number, fax number, organization or firm name, title, e-mail address, and website address will also be made public by publication in the directory issue of the Michigan Bar Journal or in the online directory, unless you specifically direct otherwise. Your membership in State Bar sections or committees is also treated as public information.

### Non-Public Information

You are required by the Michigan Supreme Court to provide us with certain information relevant to the effective regulation of the legal profession, such as your birth date, admit date in other jurisdictions, method of admission, county of admission, law school and year of graduation, lawyer trust account information, other jurisdictions where you are licensed, and whether you carry malpractice insurance. This information is not public, and is not disclosed to third parties, absent your approval, permission of the Supreme Court, a court order, or a valid subpoena.

The Michigan Supreme Court also requires you annually to provide information about any criminal convictions and/or disciplinary action taken against you in other jurisdictions. The State Bar does not retain this information; it is sent directly to the Attorney Grievance Commission and Attorney Discipline Board.

### Voluntary Surveys

To facilitate better communication and to aid in your practice, the State Bar periodically asks you voluntarily to provide information such as your practice type and firm size. No individual information collected for this purpose is ever disclosed to the public.

## How is Member Information Used and Shared with Others?

The State Bar uses your contact information in three ways: 1) to carry out membership and regulatory functions, 2) to advise you of State Bar activities and news, including section and ICLE information, and 3) to advise you of external events and benefit offers from third parties that we have determined are of value to our membership. We provide you with the opportunity to opt out of communications in this third category.

## ► Special Provisions Concerning e-Mail Addresses

If you give the State Bar your e-mail address, we will use it periodically to send you important notices concerning the State Bar. The State Bar occasionally will make member e-mail addresses available directly to the legal community including courts, ICLE, and local and special purpose bars --for their limited use only and on condition that they comply with our Member Privacy Statement. We do NOT provide e-mail addresses directly to any other source unless you choose to receive information from affiliated parties by opting in on your dues invoice notice or on the Member Preferences Form. If an e-mail address is provided and added to your record per your written or verbal request, you are agreeing to the use of your e-mail address for these purposes. If you decide later that you do not want to receive e-mail information from the State Bar or legal community, you may block future e-mails by contacting us to remove your e-mail address from our member records, including the public directories. Please be aware that if your e-mail address is removed from your record, you will not be able to participate in SBM eCommerce, including the ability to process your annual dues invoice online.

## ► Limited Sharing of Information with the Legal Community and SBM “Partners”

Upon request, the State Bar helps the legal community contact segments of the State Bar membership by providing address of record information in electronic format. The information is provided in this format for their limited use only and on condition that they comply with our Member Privacy Statement.

Your address of record (and e-mail should you choose) may also be used to send you offers and information from companies that perform support or marketing services on our behalf, such as mailing, market research and data processing or other institutions, or with companies with whom we have joint marketing or affiliated partner agreements. We review the information in advance before granting approval for the offer and do not permit mailings to any member who has requested to “opt out” of these mailings.

## How Do We Protect the Confidentiality, Security, and Integrity of Your Information?

We maintain physical, electronic, and procedural safeguards to protect our member database. Internally, access to our database is restricted to State Bar employees who need access in order to serve you. Third parties who provide support services are required to conform to our safeguard standards.

If you see incomplete or erroneous information on your Dues Statement or elsewhere, you may complete an Address Change Form and send it to State Bar of Michigan, Attn: Member Services, 306 Townsend Street, Lansing, MI 48933-2012.

The form can be found on the State Bar website at [www.michbar.org/programs](http://www.michbar.org/programs) or you can call 1-888-726-3678 to have a form mailed to you. You can correct your member information online through the SBM Member Area.

## How Can You Limit Sharing of Your Information?

We offer you the option to share your discretionary information with others, and you may notify us about your preferences at any time in writing. The Member Preferences Form can be found on the State Bar website at [www.michbar.org/generalinfo/pdfs/Preferences.pdf](http://www.michbar.org/generalinfo/pdfs/Preferences.pdf) or you can request one be sent to you by contacting Member Services at 1-888-726-3678. If you have previously notified us, it is not necessary to do so again unless you decide to change your preferences. Your request will remain in effect until you notify us otherwise. We will honor your request and not share the information we collect about you with any parties outside the legal community (see How is Information Used and Shared with Others on page 1). The preferences you provide through the annual dues notice, Member Preferences Form, or other communications will supersede previous preferences submitted to the State Bar.

## Website Privacy Statement

The State Bar of Michigan is committed to protecting your privacy. We use the information we collect about you to process orders and to personalize your experience at our website. This privacy statement discloses the information gathering and privacy practices for our website.

### What information does SBM collect? How do we use it?

#### ► Dues Statement

The personal information required to complete a Dues Statement is determined by the Michigan Supreme Court for regulatory purposes. If you complete the dues invoice online, you will also be required to provide your credit card number and an expiration date so that we can process the invoice. Our use and protection of the information we collect from members from the Dues Statement and other sources is protected in accordance with our **Member Privacy Policy**.

#### ► Electronic Voting

To vote online in State Bar elections, you must have an unshared e-mail address on your record in order to access the SBM Member Area.

#### ► Online Orders

When you place an order from our website, we need to know your name, e-mail address, mailing address, P Number, credit card number, and expiration date. This allows us to process and fill your order and to notify you of your order status.

#### ► Promotions, Online Surveys, & Announcements

If you choose to participate in an online survey, subscribe to an e-mail list, enter a contest, or use one of our other promotional features, you may be asked for your name, address, P Number, e-mail address, practice areas, or other pertinent information to administer the contest, tabulate survey results, or subscribe you to lists. Any personal information gathered from you for these purposes will not be used without your consent.

#### ► Browsing

SBM may use “cookies” for navigation of our online store and for customization of information we present to you. A cookie is a small text file that does not personally identify users, although it does identify a user’s computer. Cookies do not pose a threat to your computer and they do not contain viruses. Most web browsers automatically accept cookies, but you can change this feature in your browser.

### How does SBM protect customer information?

When you place an order, we use a secure server to protect your sensitive information. The secure server software (SSL) encrypts all information you input before it is sent to us. Customer information is used to process and send order(s), bill credit cards, and to contact the customer when necessary. Unique identifiers (i.e., P Numbers) are collected for use as account numbers in our record system.

The use of all information provided by users of this website is governed by this Privacy Statement. In addition, information provided from members is used only in accordance with our Member Privacy and Website Policies, which may be viewed at: [www.michbar.org/generalinfo/pdfs/PrivacyMemberPolicies.pdf](http://www.michbar.org/generalinfo/pdfs/PrivacyMemberPolicies.pdf).

## **Links to Other Sites**

You should be aware that when you are at SBM's website, you may be directed to other sites that are beyond our control. There are links to other sites from SBM pages that take you outside our service. SBM is not responsible for the privacy practices or the content of those sites.

## **Your Consent**

By using our website, you consent to the collection and use of this information by SBM. If we decide to change our privacy policy, we will post the changes on this page so that you are always aware of what information we collect and how we use it.

## **Contacting the Website**

SBM welcomes your questions and comments about privacy. Please contact Member Services at 1-888-726-3678.

## **Disclaimer**

### **Our Website**

SBM presents the information on this website as a service to our users. While the information on this site is about legal issues, it is not legal advice. Moreover, due to the rapidly changing nature of the law and our use in some instances of information provided by outside sources, we make no warranty or guarantee concerning the accuracy or reliability of the content at this site or at other sites to which we link.