

Privacy Policy

NCPS – NC Paralegal Services respects your privacy and is committed to protecting the personal information you provide through this website.

1. Information We May Collect

We may collect:

- your name;
- email address;
- phone number;
- immigration-related intake information;
- documents voluntarily submitted by you;
- technical usage data such as browser-related information.

2. How We Use Information

We may use your information to:

- respond to your inquiry;
- evaluate whether your matter fits our service scope;
- organize your intake;
- communicate with you about services;
- improve administrative workflows;
- maintain internal case organization records.

3. AI and Automation

NCPS may use AI-assisted tools and administrative automation to help review intake information, organize records, prepare drafts, and improve workflow accuracy and consistency. These tools are used as part of our operational process.

4. No Attorney-Client Privilege

Information submitted to NCPS does not create attorney-client privilege because NCPS is not a law firm and does not provide legal representation as licensed counsel.

5. Information Sharing

NCPS does not sell your personal information. Information may be shared with service providers or tools used to operate the business, only as reasonably necessary for communications, file handling, workflow processing, or service delivery.

6. Data Security

We take reasonable measures to protect your information, but no online system is completely secure. By using this website, you acknowledge this risk.

7. Your Choice

You may choose not to submit information through this website. However, doing so may limit our ability to communicate with you or evaluate your inquiry.

8. Policy Updates

This policy may be updated from time to time. Continued use of the website indicates acceptance of the updated version.

9. **Contact**

For privacy questions, contact:
ncparalegalysvc@gmail.com