



VIRGINIA JUDICIARY E-FILING SYSTEM

OES PRIVACY POLICY

The Supreme Court of Virginia, Office of the Executive Secretary (“OES”), will request some information from you and automatically collect information about your use of the Virginia Judiciary E-Filing System (“VJEFS”), as defined in the End User License Agreement (“EULA”). This Privacy Policy describes OES’s online privacy practices, what personal information OES may collect from you, and how that information may be used.

I. PERSONAL INFORMATION OES COLLECTS FROM YOU

OES collects and processes the following personal information about you:

- Information, including, but not limited to your name, address, email address and telephone number that you provide when registering for or using the VJEFS;
- Communications you send to us, for example, to report a problem or to submit queries, concerns or comments regarding the VJEFS or its content; and
- Bar number from the Virginia State Bar (VSB), if an attorney.

II. USES MADE OF YOUR PERSONAL INFORMATION

OES may use the personal information you provide to:

- enable it to process your queries and to provide you with the services and information offered through the VJEFS;
- contact you to conduct user surveys; and
- improve the delivery of information and services by OES.

III. NON-PERSONALLY IDENTIFIABLE INFORMATION

When you use the VJEFS, OES automatically collects information, such as which operating system and browser you use to access the system. The VJEFS may also collect non-personally identifiable information to identify the user for purposes such as user preferences and personalization.

OES may use any of the information referred to in this section to:

- administer the VJEFS and assist in diagnosing technical problems;
- identify new and returning users of the VJEFS;
- estimate audience size and use patterns;
- audit the accessing of resources and downloading of data from the VJEFS;

- assist in improving and updating the VJEFS; and
- assist in improving and developing services.

IV. INFORMATION SHARING

OES may disclose aggregate statistics about users of the VJEFS in order to describe or evaluate its services.

OES may disclose personal information if required to do so by law or to address a particular complaint, or if it believes that such action is necessary to prevent fraud or any other crime or to protect OES or the rights, property or personal safety of any person.

Your Internet Service Provider (ISP) may have access to your communications between your equipment and the VJEFS. For information regarding your ISP's treatment of your information, please consult your ISP about its privacy policies.

V. EXTERNAL LINKS

The VJEFS may contain links to external websites. OES is not responsible for the privacy policies or the content of such sites.

VI. SECURITY

OES places great importance on the security of all personally identifiable information associated with its users. Security measures are in place to attempt to protect against the loss, misuse and alteration of personal information under our control. For example, the security and privacy policies are periodically reviewed and enhanced as necessary and only authorized personnel have access to personal information. Although OES cannot guarantee that loss, misuse or alteration of information will never occur; it uses reasonable efforts to prevent it. By using the VJEFS, you acknowledge that OES cannot guarantee the security of your personal information.

PLEASE TAKE NOTICE THAT ALTHOUGH THE TRANSMISSION OF DATA BETWEEN THE VJEFS AND ITS SERVERS IS SECURE, OES IS NOT RESPONSIBLE FOR THE SECURITY OF YOUR PERSONAL INTERNET CONNECTION, INCLUDING ANY WIRELESS CONNECTION.

VII. STORAGE OF YOUR INFORMATION

Information that you submit via the VJEFS is sent to and stored on secure servers. This is necessary in order to process the information. Information submitted by you may be transferred by OES in the circumstances set out above (see Information Sharing). If the VJEFS is accessed outside of the United States, the countries concerned may not have data protection laws similar to those in the United States.

VIII. CONTACTING US

Please submit any questions, concerns or comments you have about this privacy policy or any requests concerning your personal data by writing to us at:

VJEFS Privacy Matters
Office of the Executive Secretary
Supreme Court of Virginia
100 North Ninth Street
Richmond, VA 23219