

Privacy Policy

Legal Time Capture Pro · provided by With Certitude, LLC
Version 2.0 · Effective October 17, 2026

With Certitude, LLC ("Company," "we," "us," or "our") values the privacy of legal professionals and their firms. This Privacy Policy describes how we collect, use, disclose, and safeguard personal information and matter-related data through the Legal Time Capture Pro application, website, and related services (collectively, the "Service").

1. Information We Collect

- **Account Information:** Your username, email address, and password. Passwords are stored only as a one-way hash, never in readable form.
- **Customer Data:** Client and matter names, billing rates, work descriptions, durations, dates, invoices, and other records you enter into the Service.
- **Payment Information:** If you subscribe, our payment processor, Stripe, collects your name, billing address, and payment card details. Card numbers are processed directly by Stripe, a PCI-DSS compliant processor, and never reach or are stored on our servers. We receive only billing status and Stripe customer and subscription identifiers.
- **Server Logs:** Our hosting provider automatically records standard server logs, including IP address, browser type, and pages requested, which we use for security and troubleshooting. We do not use third-party analytics, advertising trackers, or tracking cookies. The only cookie the Service sets is the one that keeps you signed in.

2. Voice Dictation

Voice dictation uses the speech-recognition service built into your web browser. When you dictate, your browser may send the audio to its provider for transcription (for example, Google when you use Chrome, or Apple when you use Safari), under that provider's own privacy terms. Company never receives or stores audio; we receive only the transcribed text when you review or save an entry. If you prefer that no third party processes your audio, type your entries instead of dictating them.

3. Confidentiality and Attorney-Client Privilege

We recognize that the work descriptions you enter may involve client confidences or attorney work product.

- No Sale or Monetization: We never sell, lease, or monetize Customer Data.
- No AI Training: We do not use Customer Data, including client and matter names, work descriptions, or billing notes, to train machine-learning or artificial-intelligence models.
- Internal Access Controls: Company personnel do not view Customer Data, such as time entries or billing narratives, except where necessary to provide support you request, to maintain or secure the Service, or as required by law, such as a binding court order. Our administrative tools show account information (such as usernames, email addresses, and subscription status) but not the content of time entries.

4. How We Use Information

- Providing the Service, including storing and displaying your time records on any device you sign in from.
- Generating invoices, timesheets, and export files you request.
- Processing subscription payments and sending transactional notices.
- Sending an optional weekly reminder email when no time has been recorded, which you can turn off in Settings or with the unsubscribe link in any reminder.
- Maintaining the security and integrity of the Service and preventing fraud.
- Responding to support requests.
- Complying with legal obligations.

5. Third-Party Service Providers

We share data with the following providers only as needed to operate the Service. Each processes data only to provide its service to us and is bound by its own contractual data-protection terms.

- Render: application hosting and database storage, in the United States.
- Stripe: subscription billing and payment processing.
- Resend: transactional email, such as the optional weekly reminder.

The speech-recognition provider described in Section 2 is part of the web browser you choose to use; it is not engaged by Company.

6. Data Retention and Deletion

- Active Accounts: We retain Customer Data for as long as your account remains active.
- After Access Ends: When a subscription is canceled or complimentary access ends, you can sign in and export your time entries for thirty (30) days.
- Deletion: Customer Data is deleted from our production systems within ninety

(90) days after your access ends, and from backups as they expire in the ordinary course, unless longer retention is required by law.

- **Deletion on Request:** You may request deletion of your account and its data at any time by contacting michael@withcertitudenow.com.
- **Billing Records:** Stripe retains payment records under its own legal obligations, and we may retain minimal billing records as required for tax and accounting purposes.

7. Information Security

- **Encryption:** All connections to the Service are encrypted in transit using TLS 1.2 or higher. Our hosting provider encrypts databases and backups at rest.
- **Account Isolation:** Each account's data is kept separate, and the Service returns only records that belong to the signed-in user.
- **Passwords:** Stored only as salted one-way hashes.
- **Payment Data:** Handled entirely by Stripe.
- **Administrative Access:** Limited to Company's administrators.

No method of electronic transmission or storage is completely secure, and we cannot guarantee absolute security.

8. Your Rights and Choices

Depending on where you live (for example, under the GDPR, UK GDPR, or CCPA/CPRA), you may have the following rights regarding your personal information:

- **Access and Portability:** You can download your time entries at any time as a CSV file from within the Service.
- **Correction:** You can edit or delete your entries, clients, and matters in the Service, and update your profile in Settings.
- **Deletion:** You can request deletion of your account and data by contacting michael@withcertitudenow.com.
- **Email Choices:** You can turn off the weekly reminder in Settings or with the unsubscribe link in any reminder. We do not currently send promotional email; if we do, every message will include an unsubscribe link.

9. Changes to This Policy and Contact Information

We may revise this Privacy Policy from time to time. Each version is identified by a version number and effective date, and every past version remains available at <https://legal-time-tracker-pro.onrender.com/docs/>. We will notify you of material changes to our data practices by email before they take effect. For privacy questions or requests:

- Privacy Contact: With Certitude, LLC
- Email: michael@withcertitudenow.com
- Address: 2274 Greencrest Drive, Atlanta, GA 30345