



## **Privacy Policy**

This privacy policy has been compiled to better serve those who are concerned with how their 'Personally Identifiable Information' (PII) is being used online. PII, as described in US privacy law and information security, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Please read our privacy policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your Personally Identifiable Information in accordance with our website.

### **What personal information do we collect from customers?**

All customer information is obtained at the time of sign up with our internet service, including the following; Your name, email address, mailing address, phone number, payment information.

### **When do we collect information?**

We do not collect or store information from you when you or enter our site.

### **How do we use your information?**

We use the information we collect from you to send invoices, and may send offers or discounts.

### **How do we protect your information?**

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. In addition, all sensitive/credit information you supply is encrypted via Secure Socket Layer (SSL) technology.

All electronic payment transactions are processed through a secure third party payment gateway provider and are not stored or processed on our servers.

### **Do we use 'cookies'?**

We do not use cookies for tracking purposes.

### **Third-party disclosure**

We do not sell, trade, or otherwise transfer to outside parties your Personally Identifiable Information. We may release information when appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, property, or safety.

### **Changes to this privacy policy**

We may change this privacy policy at any time, by posting an updated privacy policy.

### **Contacting Us**

If there are any questions regarding this privacy policy, you may contact us using the information below.

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