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## **PRIVACY POLICY (AS OF JANUARY 15, 2004)**

### **I. Information Collection, Use, Sharing & Disclosure**

- A. I collect information such as contact names, company names, mailing addresses, e-mail addresses, phone numbers, and FAX numbers. Along with this information, the client has the option to submit credit card information for the sole purpose of payment for services.
- B. My servers automatically receive and record information from a visitor's browser, including their Internet Protocol (IP) address and Internet Service Provider (ISP) address. This information is used for security and statistical purposes only.
- C. Client information will never be gathered and sold to a third party or business partner. User information is only disclosed to affiliated businesses, i.e., our remote hosting facility, that require such information for their security purposes.

### **II. Confidentiality & Security**

- A. All of the information a client submits is considered confidential. As such, I maintain only the highest in digital security measures available and pride myself in the ethical and responsible handling of client information.
- B. I have physical, electronic, and procedural safeguards in place to protect client information. These include: anti-virus software, firewall software, firewall enhanced routers, password protected utilities, and secure servers utilizing industry-standard 128-bit certificate Secure Sockets Layer (SSL) encryption technology to protect all sensitive data transmissions.

### **III. Changes To This Privacy Policy**

- A. I reserve the right to make changes to this privacy policy as deemed necessary. Notices will be sent to the client's primary on file e-mail address should significant changes be made to the policy.
- B. I will assume the client's acceptance of all revisions made to this privacy policy unless otherwise notified. Such notification must be made in writing on company letterhead within thirty (30) days of the date amended.