

## **Online Privacy Policy**

Your privacy on the Internet is important to us! That's why we believe in an active approach to safeguarding your privacy online. You can interact and remain assured that you are protected by confidentiality, security, and your individual right to change your mind. We provide this Privacy Statement to inform you of our Privacy Policy and Practices, and of the choices you can make about the way your information is collected online, and how that information is used.

### **Confidentiality**

In certain areas of this site you may choose to share personal information with us, such as your name, address. Any personal information you choose to share with us will not be disclosed to anyone outside of our organization, our related companies, or our business partners who help with this site unless required by law. We will never exchange or sell your personal information to any other company.

### **Subscriptions**

You will only receive emails or mailings from us if you have requested to be on any of our interest lists. If you are currently on a list and do not wish to receive further information from us, simply tell us by contacting our Site Representative.

### **Information Collection and Use**

We will not sell or exchange names or any other information about our online customers. We will not collect, share or sell any information that is not addressed in this statement.

### **Types of Information We Collect**

*Dynamic Data.* We collect anonymous information about every visit to our site using Google Analytics traffic analysis service. We do not create individual profiles for visitors. We collect only aggregate data. Our web server collects click-stream data and HTTP protocol elements in access logs, used solely for website functionality, traffic analysis, research

and development. We use IP addresses to track only aggregate information regarding site traffic. Computers require IP addresses in order for users to communicate on the Internet, browse and shop. We do not collect any personal information via a user's IP address. We use this information only to determine how to make future visits more convenient and productive for our customers. We also collect browser type, access time, and the URL where a user is entering or exiting the site.

*HTTP Cookies.* A cookie is a piece of data which resides on your computer's hard drive to allow a Web application to respond to you as an individual. By gathering and remembering information about your preferences, the Web application can tailor its operation to your needs, likes and dislikes. With modern browsers you can make selections based on whether you wish to accept various types of cookies such as session (temporary), permanent, within a given domain or outside it (third party), and to notify you when you receive a cookie, giving you the chance to decide whether to accept it, with or without a compact policy file. At this time, we do not make use of HTTP cookies.

### **Email Links**

We use email links throughout the site to allow you to contact us directly with any questions or comments you may have. We read every message and try to reply promptly to every one. Information in the message is used to respond directly to your comments or questions. We may also file your comments to improve the site and programs, or review and discard the information. Your personal information is not shared with third parties without your explicit permission.

### **Your Comments and Suggestions**

We always appreciate hearing from you and welcome your comments and emails. But we ask that you exercise good judgment because material we receive will be considered public and non-confidential. Additionally, we reserve the right to

use any comments and emails you share without limitation.

## **Legal**

By visiting this site you are agreeing to the terms as outlined above, and in our [Legal Terms of Service](#). We reserve the right to change our Privacy Policy at any time.

## **Questions**

If you have further questions about this Policy, the practices of our site or your experience with our site, you may contact our [Site Representative](#).