

PRIVACY POLICY

Last updated: August 2017

Hello! Thank you for reviewing the Privacy Policy for Privacy Policy Workshops. Within this policy, we will refer to Privacy Policy Workshops as “we” and “us.”

APPLICATION OF THIS POLICY:

1. **Our Websites Only:** This policy sets forth the way that we collect and use the personally and non-personally identifiable information collected through websites that we own and control.

THIS POLICY DOES NOT APPLY TO:

1. **Websites We Do Not Own or Control:** Any information collected by websites that we do not own and control.
 - a. **Does not apply to websites we use and do not own or control:** For example, we have a Facebook page, we use WebinarNinja for our webinars, and we use a PayPal account to provide our clients with payment options. We have no control or ownership of Facebook, WebinarNinja or PayPal. Prior to communicating with us (or paying us) through these platforms, we encourage you to review the respective Privacy Policy. By using our website, you acknowledge that our privacy policy does not apply to these platforms. For ease, you can find the respective privacy policies here: [Facebook](#) [WebinarNinja](#) and [PayPal](#). We also use a website host platform. This policy does not apply to information that google or our website host collects regarding your general location.
 - b. **Does not apply to websites in which we provide links:** This policy does not apply to websites of other companies, individuals or organization to which we may provide links. These websites will have their own policies relating to your privacy and the information in which they collect from you. Please consult other sites' policies as we have no control over the information you submit to those pages that are controlled by third parties.

INFORMATION WE COLLECT:

1. **Personally Identifiable Information:** This includes your name and email address. The only information we collect is information that you chose to provide us. For example, if you click “contact us” and fill out the form, we may collect your name and e-mail address so that we can respond to your communication. We also collect your e-mail address for our newsletter purposes when you expressly sign up for the newsletter.
 - a. **Registration:** Viewing the workshops on this site require registration. During registration, you are required to provide contact information. This information is used to contact you regarding your registration and to inform you about services

on our site. We will never ask you for your social security number or password for sites other than Ours.

2. **Non-Personally Identifiable Information:** Information regarding how many times you visit specific pages of our website, data regarding mouse click history and your IP address. The website automatically recognizes and stores some information about your “click patterns.”
 - a. **Cookies:** We do not currently use any cookies to track your location or computer information. Usage of cookies is in no way linked to any personally identifiable information while you visit Our site.
 - b. **Log Files:** Like most web site servers, we may use log files which include IP addresses, browser type, internet service provider, referring/exit pages, platform type, date/time stamp, and the number of clicks. These log files are used to analyze trends, administer the site, track user’s movement through the site and gather broad demographic information for aggregate use. Log Files are not linked to personally identifiable information. We may share non-personally identifiable information at conferences or workshops, in articles, advertisements, and guest blog contributions.

HOW WE USE COLLECTED INFORMATION:

Personally Identifiable information: Primarily, we may use your personally identifiable information for the following purposes:

- To deliver newsletters.
- To deliver notification of webinars or educational services that we believe may be of interest to you.
- To complete any transaction or service requested BY YOU through our website.
- To notify you if we change our Privacy Policy.
- To contact you in response to an inquiry from you.

Non-Personally Identifiable Information: We use non-personally identifiable information to determine how the website can better serve you and analyze the data about visits to the website. This includes trying to make the website content more interesting for visitors.

HOW WE STORE COLLECTED INFORMATION:

For now, your information is stored on a secure hard-drive owned by Us or on the secure servers of any of our marketing affiliates. If We move your personally identifiable information to a server, it will be in a secure environment within a locked facility.

HOW WE SHARE AND DISCLOSE PERSONALLY IDENTIFIABLE INFORMATION

1. **Our Marketing Purposes:** We may share this personally identifiable and non-personally identifiable information with our third-party affiliates, such as a marketing professional or an email listserve service that provides us with email services.
2. **Internally:** This information is also available to all employees, agents and independent contractors of Privacy Policy Workshops.

3. **To Serve You:** We may share this personally identifiable and non-personally identifiable information with our third-party affiliates, such as a marketing professional or an email list serve service in order to contact you regarding webinars or free educational programs. We may also use third-party affiliates such as marketing professionals to respond to requests from you.
4. **Legal Compliance:** We will also share personally identifiable and non-personally identifiable information in order to comply with the law or in the good faith belief that such action is necessary in order to conform to the requirements of law or comply with legal process served on us, protect and defend our rights or property, including the rights and property of Privacy Policy Workshops.
5. **Mergers and Acquisitions:** If, as part of any corporate reorganization process, including, but not limited to, mergers, acquisitions, partnerships and sales of our assets.
6. **Joint Ventures:** We do not currently provide any joint ventures with your information although we may contact you to notify you that we are working with a joint venture.
7. **Sale of Information:** We do not sell your information.

YOUR CONTROL:

If you do not want your information stored by us, please do not submit any information to us. If you provide your information to use and then later request it not be stored, please contact us at the below email address. If you need to update your information that we store, please contact us at the below email address. If you receive a communication from us and would prefer not to receive such a communication, please notify the sender. We will make reasonable efforts to honor your requests.

BLOG:

We do not currently have a blog.

TELL-A-FRIEND:

If a user elects to refer a friend to Our website, we may ask for him/her for the friend's name, email address, and country. We may use that information to send a one-time email inviting him/her to visit the site. The information will be stored for the sole purpose of sending the welcome email and tracking the success of our referral program. The "friend" may contact Us at any time to request to remove this information from our database and any emails will include an "unsubscribe" option.

CHANGES TO THIS PRIVACY POLICY:

We reserve the right to change this privacy policy from time to time.

AFFILIATE MARKETING:

Our goal is to empower you with a privacy policy for your business to ensure you avoid penalties and fees and can advertise with ease on platforms that require your website to have a privacy policy. In furtherance of that goal, we work with select individuals to make sure our message and the existence of our affordable workshops reach as many people as possible and use some

affiliate marketing. We pay a commission to our affiliate marketers and provide them with a unique link for purposes of tracking new users that learned about Us through this affiliate marketer. This form of marketing does not affect how your information is stored or shared. We share customer information related to affiliate transactions with third party affiliates.

PURCHASING HISTORY:

We do not share your purchasing history.

A NOTE ABOUT SECURITY:

You should know that no data transmission over the Internet can be guaranteed to be 100% secure. As such, we cannot guarantee the security of any information you provide us over the web. You understand that any information you provide us through the website is done at your own risk. That being said, our use of PayPal includes a secure encryption to protect sensitive information, please see PayPal's terms of use and privacy policy regarding payments made to Us.

CHILDREN:

We do not target our website to children under the age of 13. We also do not knowingly collect any personally identifiable information from any child under the age of 13 without parental consent. If we are made aware of any such breach, we will delete any associated information.

We hope this privacy policy acts as a dialogue between you and us. Please feel free to email Monica directly if you have any questions – Monica@HartsockLawFirm.com As a final note, all privacy policies should be written to reflect your specific business and your specific privacy policies. (In other words, do not cut and paste this policy for your business as there's a very small likelihood it would help you in any way.)

Copyright © Privacy Policy Workshops.