

# Privacy Policy

Your privacy is important to us, and maintaining your trust and confidence is one of our highest priorities.

We respect your right to keep your personal information confidential and understand your desire to avoid unwanted solicitations. OnLetterhead/Digital-55 feels it is your right to understand our Privacy Policy and why we disclose it to you. We hope that by taking a few minutes to read it, you will have a better understanding of what we do with the information you provide us and how we keep it private and secure.

## **A. Types of Information We Collect**

We collect certain personal information about you – but only when that information is provided by you or is obtained by us with your authorization. We use that information establish accounts and process payments for our products and services.

Examples of sources from which we collect information include:

Interviews and phone calls with you,  
Letters or e-mails from you, and  
Forms you complete on our website.

## **B. Parties to Whom We Disclose Information**

As a general rule, we do not disclose personal information about our clients or former clients to anyone.

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you

contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request. Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

**Your Access to and Control Over Information** <sup>[L]</sup><sub>[SEP]</sub> You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

See what data we have about you, if any.

Change/correct any data we have about you.

Have us delete any data we have about you.

Express any concern you have about our use of your data.

**Security** <sup>[L]</sup><sub>[SEP]</sub> We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way – please note that we can always exchange sensitive information verbally so no sensitive information about you or your account is done via the internet.. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

### **C. Updates**

Our Privacy Policy may change from time to time and all updates will be posted on this page.

Thank you for allowing us to serve your marketing and communications needs. We value your business and are committed to protecting your privacy.

Please call us if you have any questions or if we can be of further service.

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