

Website Privacy Policy

Last updated [insert date]

The following privacy policy discloses [website operator]'s practices and policies regarding the gathering and dissemination of personal information.

Personal Information We Collect

When you set up an account with us, or when you make a purchase through our website, we collect certain personal information. That information includes:

1. your name, address, phone number and email address;
2. credit card information whenever a purchase is made;
3. account preferences, including whether or not you wish to receive our newsletter and website update information by email;
4. names, titles, business contact information from our corporate and business customer contacts.

This information is collected and used for a number of purposes:

- **To establish and maintain a commercial relationship with you and to provide you with products and services.** Personal contact and credit card information is required to process your purchases. Account information is retained by us to enable our website to identify you, to allow you to set up and access your account and download files which you have purchased. This information is used only for these purposes and is only retained in transaction records required for internal management and auditing purposes, unless you are informed otherwise or you provide your consent.
- **To understand your needs and preferences.** We maintain a record of the products and services you receive from us, and we may ask you for additional information so that we can serve you better.
- **To provide you with information you have requested, and to keep you informed with respect to ongoing changes to our website.** Your email address will be used to send you our newsletters and mailings IF YOU HAVE REQUESTED US TO DO SO. This option is available when you set up your account. You can withdraw your consent for such mailings at any time by contact us as set out below.