



Privacy Policy – Web Site

Privacy Policy

Welcome to our web site. Protecting your privacy and security and the confidentiality of your personal information is fundamental to the way we conduct our affairs. That commitment includes the privacy and security of personal information of all visitors to this site fully permitted by law. Personal information is defined as information about a person that can identify them, i.e. their name, address and phone number. This policy does not apply to business contact information that may be provided as part of ongoing activities.

Browsing the Site

As you surf our web site, some basic information that is sent to us automatically by your web browser may be passively collected. The following types of information may be collected if you browse, read, or download information from the site and do not identify you personally.

1. The Internet Domain Name of the ISP used to access our site.
2. The type of browser and operating system you used to access our site.
3. The date and time you visited us.
4. The specific pages visited or services you accessed at the site.
5. Words you typed into any Search Engine used to find us.
6. If you linked us from another web site, their address.

Information collected by us is used solely to improve the content of our web service and to identify the information important to our visitors. The information collected may be analyzed to help us understand what services are being used on the web site so we can continue to add information and build a site that is of the most interest to you.

Information Voluntarily Provided

Email: If you email us with a question or comment, this is considered a voluntarily release of that information and the contents of your email are collected along with your return email address. This is done to enable us to address your concerns or questions and to respond directly to you. This information is not distributed to any third parties for direct marketing or email marketing purposes. The contents of the email may be analyzed by us to assist in improving our services and addressing concerns.

Online Forms: Personal information collected via online forms may include your name, address and phone number. You must agree online that you are aware you are sending personal information to us online before any form can be completed and sent. You may choose not to fill out the form online and may, instead, opt to print the form, fill it out by hand and mail it or fax it to us, or not fill out the form at all. Either way, once a form is filled in and sent to us, electronically, by direct mail, or by fax it is considered information that has been voluntarily provided with your implied permission for its collection. The same will apply to any surveys that may be included on the site. If you fill out a form, or participate in a survey, the information collected will be used

solely for the purpose outlined in the form. Storage and retention of this form and information is subject to our Privacy Policy, which can be obtained by contacting us directly.

Your choice not to participate in these activities will not hamper your ability to navigate or access information on our web site. It is not our intent to collect information from a child. However, if a child voluntarily provides information via an email, online form or survey, it will be treated the same as information given by an adult and may be subject to public access.

Email: Email made available through our Internet Service Provider is protected as a secure area with passwords.

Review and Correction of Collected Information

At any time, you may contact us and, with proper identification, request to review any personally identifiable information collected about you. You may request changes to the information if you believe it is inaccurate. There may be exceptions to this access, and we reserve the right to deny an individual's access to their personal information file with explanation, unless prohibited by Law.

Disclaimer

We may provide Internet links to other web sites or email addresses of other organizations. When you link to these sites, or email individuals outside of our site and organization, you are no longer on our web site and this Privacy Policy will not apply. You are then subject to the Privacy Policy of that new site.

Contact Us

Should you need to contact us for any reason, please use the form found on our website in the Contact Us section.

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