

## **Privacy Notice**

This privacy notice discloses the privacy practices for the Online Novice Course. This privacy notice applies solely to information collected by this website.

### **Information Collection, Use, and Sharing**

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 that is listed on this website to tell you about new products or services, changes to this program or other such notifications or changes to this privacy policy.

### **Your Access to and Control Over Information**

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 by “opting-out” when a communication is sent to you.

### **Security**

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, it is transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

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.

### **Registration**

In order to use this website, a user must first complete the registration form. During registration a user is required to give certain information (such as name and email address). We request information from you when you create an account. To buy from us via Paypal, you must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via the contact information listed on our site.**