# **PRIVACY POLICY**

The privacy of your information is important to us. Through the operation of this website, we will collect information about you. We want you to understand what information is being collected and why. Please find this privacy policy as an explanation. This privacy policy may change from time to time, so please check it often.

### **Anonymous Information**

We collect certain technical and routing information about your computer, which is automatically submitted to us by your browser and does not personally identify you. This information may include browser type, operating system and CPU speed, your IP address, and search requests and results. We may also track your use of the site, including pages visited and the time spent on each page. The purpose of collecting this information is to provide you with the best possible service, to ensure the accuracy and efficiency of our search engine, and to measure the use of this website and to improve its content and performance. To the extent we share such information with third parties, it is not traceable to any particular user and will not be used to contact you.

# **Collect of Personal Information**

As a visitor to the Site, you can engage in many activities without providing any Personal Information.

If you are interested in obtaining information, products or services from Angelina Carleton Legacy Planning, or participating in certain activities through the Services, you may need to provide us or our service providers with information about yourself. For example:

If you register for a Service to become a member, receive a newsletter, or get information about Angelina Carleton Legacy Planning promotions or events, you may be asked for your name, email address, mailing address, phone number and other information.

#### **Use and Disclosure**

Angelina Carleton may use information that we collect from and about you for a variety of business purposes, including:

- to communicate with you about the content and Services or other products, content or services in which you may be interested, or to respond to your inquiries or comments;
- to contact you. Angelina Carleton Legacy Planning may periodically send notifications related to the Services such as notifications of changes to the Services or policies;
- to offer you branded, co-branded or other services, products, or features, such as business services and products. By virtue of such relationships, we may share the information you submit in connection with the service with the third party (provided that you have consented to this). The third party's use of your information will be governed by the third party's privacy policy; to perform business analyses or for other purposes to improve the quality of our business, the Services, and the products and services we offer;
- in accordance with your consent.

#### **User Access and Control**

If you would like to access, review, correct, update, suppress, delete or otherwise limit our use of your personal information you have previously provided directly to us, you may contact us using the mechanisms provided below. We will try to comply with your request as soon as reasonably practicable.

### **Choice / Opt-out**

If at any time you do not wish to receive offers and e-mails from us, we ask that you tell us. There will be instructions to opt-out of our mailing list on the emails you receive from us. If you continue to receive our communications in error after expressing an opt-out preference, please let us know info@angelinacarleton.com so that we can investigate the situation.

# **Data Retention**

We will retain your information for as long as you are subscribed or active in our systems. If you wish to delete your account or request that we no longer receive services, communication and updates from Angelina Carleton Legacy Planning then you can opt-out of our system.

### **Protection of Personal Information**

Your Personal Information resides on secure servers that only selected Angelina Carleton Legacy Planning personnel and contractors have access to via strong password. Your Personal Information is encrypted whenever it is transmitted to and from Angelina Carleton Legacy Planning.

### **Updating Your Personal Information**

Upon request Angelina Carleton Legacy Planning will provide you with information about whether we hold, or process on behalf of a third party, any of your personal information. To request this information please contact us at <u>info@angelinacarleton.com</u>. You have the right to access and correct, or delete your Personal Information at any time. This may be accomplished by connecting info@angelinacarleton.com and we will respond to your request promptly within a reasonable timeframe.

#### Cookies

This site uses cookies. Cookies are small data files that assign you a unique identifier. The collection of this information permits us to administer our site more efficiently and to provide a more tailored and user-friendly service to you. You may set your browser to prevent cookies from being sent; if you do so, this may limit the functionality of our site.

# **Third Party Links**

Third parties that link on this site may use cookies or collect other information when you go to their site. We do not control the collection or use of your information by these companies. You should contact these companies directly if you have any questions about their collection or use of information about you.

# **Personally Identifiable Information**

The only personally identifiable information we collect is that which you voluntarily provide. We will use this information in order to send you emails regarding offers, products, and services we think may interest you. We may also use it to conduct marketing research, and improve our products and services. When you submit personally identifiable information to us, you understand that you are agreeing to allow us to access, store, and use it for those purposes.

We may share this information with third parties, but only those parties we trust to help us run our website and online business, and who agree to keep your information confidential. We may also provide this information if requested by law enforcement upon receipt of the appropriate documentation.

# **Financial Information**

Through this website we may sell products and services. In order to purchase our products and services you will be asked to provide financial information. Typically this information will be collected by a third-party provider. In the event that the information is collected by us, we will not disclose your financial information to anyone unless required to do so by court order.

### Security

We take measures to maintain the security of the personal information you have provided to us. Even so, we cannot guarantee that all information shared through the internet will remain secure and you agree that we are not responsible for any unauthorized, inadvertent disclosure.

### **Children's Privacy**

This site is not meant for children under the age of 18 years old. We do not knowingly collect information pertaining to or market to children under the age of 18 years old.

#### **Transfer of Customer Information**

Company customer lists and information are considered business assets and as such, in the event that we merge with another entity or if we sell our assets to another entity, our business assets, including our customer lists and information, would be transferred to that entity.

CONTACT: Should you have questions regarding this Privacy Policy, please contact info@angelinacarleton.com.