

# Privacy Policy

This privacy policy has been compiled to better serve those who are concerned with how their 'Personally Identifiable Information' (PII) is being used online. PII, as described in US privacy law and information security, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Please read our privacy policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your Personally Identifiable Information in accordance with our website.

## What personal information do we collect from the people that visit our blog, website or app?

When requesting information or making payments on our site, as appropriate, you may be asked to enter your name, email address, mailing address, phone number, credit card information, or other details to help you with your experience. You can make changes to your personal information by calling or emailing us.

## When do we collect information and how do we use it?

We collect information from you when you place an order or enter information on our site. We may use the information we collect from you to process your transaction, follow-up on your purchase/payment, or contact you about future offers. You may choose to opt-out of email offers at any time.

## How do we protect your information?

We implement a variety of security measures when a user places an order to maintain the safety of your personal information. Our website is scanned on a regular basis for security holes and known vulnerabilities in order to make your visit to our site as safe as possible. Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. In addition, all sensitive/credit information you supply is encrypted via Secure Socket Layer (SSL) technology. All transactions are processed through a gateway provider and are not stored or processed on our servers.

## Do we use 'cookies'?

We do not use cookies for tracking purposes. You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Since browser is a little different, look at your browser's Help Menu to learn the correct way to modify your cookies. If you turn cookies off, some features will be disabled. that make your site experience more efficient and may not function properly. However, you will still be able to place orders. We honor Do Not Track signals and Do Not Track, plant cookies, or use advertising when a Do Not Track (DNT) browser mechanism is in place.

## Third-party Disclosure

We do not sell, trade, or otherwise transfer to outside parties your Personally Identifiable Information.

We do not include or offer third-party products or services on our website.

## Google Disclosure

Google's advertising requirements can be summed up by Google's Advertising Principles. They are put in place to provide a positive experience for users. <https://support.google.com/adwordspolicy/answer/1316548?hl=en>

We, along with third-party vendors such as Google use first-party cookies (such as the Google Analytics cookies) and third-party cookies (such as the DoubleClick cookie) or other third-party identifiers together to compile data regarding user interactions with ad impressions and other ad service functions as they relate to our website.

Users can set preferences for how Google advertises to you using the Google Ad Settings page. Alternatively, you can opt out by visiting the Network Advertising Initiative Opt Out page or by using the Google Analytics Opt Out Browser add on.

## **COPPA (Children Online Privacy Protection Act) Disclosure**

When it comes to the collection of personal information from children under the age of 13 years old, the Children's Online Privacy Protection Act (COPPA) puts parents in control. The Federal Trade Commission, United States' consumer protection agency, enforces the COPPA Rule, which spells out what operators of websites and online services must do to protect children's privacy and safety online.

We do not specifically market to children under the age of 13 years old.

## **CAN SPAM Act**

The CAN-SPAM Act is a law that sets the rules for commercial email, establishes requirements for commercial messages, gives recipients the right to have emails stopped from being sent to them, and spells out tough penalties for violations.

We collect your email address in order to:

- Send information, respond to inquiries, and/or other requests or questions
- Process orders/payments and to send information and updates pertaining to orders
- Send you additional information related to your product and/or service
- Market to our mailing list or continue to send emails to our clients after the original transaction has occurred

To be in accordance with CANSPAM, we agree to the following:

- Not use false or misleading subjects or email addresses
- Identify the message as an advertisement in some reasonable way
- Include the physical address of our business or site headquarters
- Monitor third-party email marketing services for compliance, if one is used
- Honor opt-out/unsubscribe requests automatically through an online email subscription software.

## **Notification of Changes**

We reserve the right, at our sole discretion, to modify or replace these Privacy Policy at any time. You will be notified of any Privacy Policy changes on this page.

## **Contacting Us**

If there are any questions regarding this privacy policy, you may contact us using the information below.

## **Terms of Service**

By accessing this website, you are agreeing to be bound by these Terms of Service, all applicable laws and regulations, and agree that you are responsible for compliance with any applicable local laws. If you do not agree with any of these terms, you are prohibited from using or accessing this site. The materials contained in this web site are protected by applicable copyright and trademark law.

## **Use License**

Permission is granted to temporarily download one copy of the materials on this site for personal, non-commercial transitory viewing only. This is the grant of a license, not a transfer of title, and under this license you may not:

- modify or copy the materials;
- use the materials for any commercial purpose, or for any public display (commercial or non-commercial);
- attempt to decompile or reverse engineer any software contained on this site;
- remove any copyright or other proprietary notations from the materials; or
- transfer the materials to another person or "mirror" the materials on any other server.

This license shall automatically terminate if you violate any of these restrictions and may be terminated us at any

time. Upon terminating your viewing of these materials or upon the termination of this license, you must destroy any downloaded materials in your possession whether in electronic or printed format.

## **Disclaimer**

The materials on this site are provided "as is". We make no warranties, expressed or implied, and hereby disclaims and negates all other warranties, including without limitation, implied warranties or conditions of merchantability, fitness for a particular purpose, or non-infringement of intellectual property or other violation of rights.

## **Limitations**

In no event shall our company or our suppliers be liable for any damages (including, without limitation, damages for loss of data or profit, or due to business interruption,) arising out of the use or inability to use the materials on this site, even if our company or an authorized representative has been notified orally or in writing of the possibility of such damage. Because some jurisdictions do not allow limitations on implied warranties, or limitations of liability for consequential or incidental damages, these limitations may not apply to you.

## **Revisions and Errata**

The materials appearing on this site may include technical, typographical, or photographic errors. We do not warrant that any of the materials on our site are accurate, complete, or current. We may make changes to the materials contained on this site at any time without notice. We do not, however, make any commitment to update the materials.

## **Links To Other Sites**

Our website may contain links to third-party sites or services that are not owned or controlled by us. We have no control over, and assumes no responsibility for, the content, privacy policies, or practices of any third party sites or services. You further acknowledge and agree that our company shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, goods or services available on or through any such web sites or services.

## **Termination**

We may terminate or suspend access to our Service immediately, without prior notice or liability, for any reason whatsoever, including without limitation if you breach the Terms.

All provisions of the Terms which by their nature should survive termination shall survive termination, including, without limitation, ownership provisions, warranty disclaimers, indemnity and limitations of liability.

## **Governing Law**

These Terms shall be governed and construed in accordance with the laws of the United States, without regard to its conflict of law provisions. Our failure to enforce any right or provision of these Terms will not be considered a waiver of those rights. If any provision of these Terms is held to be invalid or unenforceable by a court, the remaining provisions of these Terms will remain in effect. These Terms constitute the entire agreement between us regarding our Service, and supersede and replace any prior agreements we might have between us regarding the Service.

## **Notification of Changes**

We reserve the right, at our sole discretion, to modify or replace these terms at any time. You will be notified of any Terms of Service changes on this page.

## **Contacting Us**

If there are any questions regarding our terms, you may contact us using the information below.

## **FAQ**

### **How do I know if I placed my payment successfully?**

Once you submit your payment, a thank you page will display. You will receive an email confirming that your order has been successfully received. If you experience any difficulty placing your order, please call or email us.

### **Can I cancel my payment?**

You may request a refund in writing up to 10 days prior to the first day of class. There is a 10% administrative fee for all refunds.

### **What forms of payment are accepted? When am I billed?**

We currently accept Visa, Mastercard, and Discover. We will bill your credit card when the form is submitted on our site.

### **Will I be charged sales tax?**

Depending upon the product or services provided, sales tax may be applicable. Please consult the invoice from which you are making a payment for the sales tax details of the transaction.

### **How do I know my credit card number will be safe?**

We take every precaution to ensure your credit card and personal data is as secure as it can be. Our website utilizes Secure Socket Layer (SSL) technology on all pages where personal information is requested. This encryption prevents anyone from using your data if intercepted. For single-order customers, no credit card information is stored in our system. In order to allow for automatic reorders, customer credit card information is stored by the credit card processor. This information is fully encrypted and cannot be accessed by anyone (including D3forME staff).

### **What is the return policy?**

You may request a refund in writing up to 10 days prior to the first day of class. There is a 10% administrative fee for all refunds.

### **Will you sell my email address or other information?**

No. We may use the information we collect from you to process your transaction, follow-up on your purchase/payment, or contact you about future offers. You may choose to opt-out of email offers at any time.