

The Mailbox Club Int'l Inc.
Online Privacy Policy

Effective date: 6/20/2013

Introduction

Welcome to the Internet presence of The Mailbox Club Int'l Inc.

The Mailbox Club Int'l Inc. is a publisher and distributor of Bible study lessons for children, youth, and adults and was duly constituted and incorporated as a 501 (c) (3) non-profit corporation in the State of Georgia, USA, in 1965. Our web sites are designed to provide the visitor and user with general information about our ministry, the activities we are engaged in around the world, and the partners with whom we work; we offer our publications and support materials for sale through our online store and we provide our materials for interactive online study to children, youths, and adults at www.mailboxclubonline.org.

Below you will find the general Online Privacy Policy for The Mailbox Club Int'l Inc. This is the primary policy statement and is applicable to all web sites and domain names that are owned and operated by The Mailbox Club Int'l Inc. It will appear on all of our sites through an accessible link to the electronic document file. In addition our Children's Online Privacy Policy will appear on our "Lessons Online" web site where our materials are available to children under the age of 13; this policy is designed to present our compliance with The Children's Online Privacy Protection Act of April 2000 (COPPA).

We at The Mailbox Club Int'l are dedicated to protecting your privacy and handling any personally identifiable information we obtain from you with care and respect. This General Online Privacy Policy is designed to answer the following questions regarding our privacy policies, principles and use of this information.

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Q1. What information does this Online Privacy Policy cover?

A1. Except as specifically described below in A2 and A6, this Online Privacy Policy applies only to personally identifiable information collected on the web sites where, (a.) This Online Privacy Policy is posted, and (b.) where personally identifiable information is collected through a "Registration" process. It does not apply to any other information collected by The Mailbox Club Int'l Inc. through any other means.

As used in this Online Privacy Policy, "The Mailbox Club" refers to The Mailbox Club Int'l Inc. and its subsidiary domestic and International offices and officially affiliated entities, singly or together, including those that may be designated: The Mailbox Club Africa, The Mailbox Club Middle East, The Mailbox Club Asia, The Mailbox Club Central Asia, The Mailbox Club Europe, The Mailbox Club Latin America and Venture Clubs; that generally do offer the publications and services of The Mailbox Club International. (At times, our Web sites may refer to these entities as a part of The Mailbox Club Int'l, and be referred to in this Online Privacy Policy as "we," "us," "our," and "ourselves".)

In keeping with the traditions of The Mailbox Club Int'l, we refer to individuals, groups, churches, and other ministries who purchase or use our publications or services, or contribute to our ministry as "customers", "partners", "donors", and "members"; those who choose to "register" and thus have an "account" on our web site(s) may be referred to as "Members", "Registered Members", or "Registered Partners".

When this Online Privacy Policy uses the term “personally identifiable information,” we mean information that identifies a particular individual, such as the individual’s name, postal address, e-mail address, and telephone number. When other information (such as, for example, donation use preferences or number of children in a family) is directly associated with personally identifiable information, this other information also is treated as personally identifiable information for purposes of this Online Privacy Policy.

Personally identifiable information does not include screen names (also known as member names, usernames or other online aliases) provided by our customers, donors, partners, and members in the course of registering with or using any of our web sites, except in circumstances in which we may request that customers, donors, partners, and members provide their e-mail addresses as their screen names. Personally identifiable information is sometimes referred to in this Online Privacy Policy as “personal information.” Finally, the terms of this Online Privacy Policy are subject to all applicable laws.

Q2. What types of personally identifiable information do we collect about our customers, donors, partners, and members?

A2. We collect several types of personally identifiable information about our customers, donors, partners, and members.

Information You Provide to Us

All of the personally identifiable information we receive comes directly from customers, donors, partners, and members who are interested in obtaining various publications, materials and services from us or sharing with us in ministry through a partnership or donation. Typically, this information includes their name, postal address, e-mail address, and telephone number. We may also collect other types of information such as gender, age, number of children, and personal interests, which we may associate with personally identifiable information. If you purchase materials or services from us or through another of The Mailbox Club Int’l offices, we’ll note, for example, the type of services or publications ordered or purchased, and the date of the order or purchase. You may also provide us photographs or other video materials, which may contain personal information. We will collect personal information when you register online, become a Member, Registered Member, Registered Partner, or when you log on to your existing account, including when you participate in activities on our web sites, such as Bible lessons online, games, and informational and promotional offers, and when you provide information to our Customer Service Representatives by phone, email, or online registration. We do not collect personal information from those who only “visit” our web site(s) and do not “register”.

Information Collected Through Technology

We collect information through technology to make our sites more interesting and useful to you and for various purposes related to our ministry. For instance, when you come to one of our sites, we may collect your IP address. An IP address is associated with the access point through which you enter the Internet, and is typically controlled by your Internet Service Provider (ISP), your company, or your university. Standing alone, your IP address is not personally identifiable. We may use IP addresses to collect information regarding the frequency with which our customers, donors, partners, and members visit various parts of our sites, and we may combine IP addresses with personally identifiable information.

Our web sites may collect information through a variety of technical methods, including cookies and web beacons. Cookies are pieces of information that a web site sends to your computer while you are viewing the web site. Web beacons are small pieces of data that are embedded in images on the pages of web sites. Cookies, web beacons and other technical methods may involve the transmission of information either directly to us or to another party authorized by us to collect information on our behalf.

We may use the information collected through these technical methods for many purposes, including delivering content, tracking and enhancing our customers, donors, partners, and members’ experience on our web sites. For example, when you return to one of our web sites, after logging in, cookies provide information to the site so that the site will remember who you are. We also may use technical methods to analyze the traffic patterns on our web sites, such as the frequency with which our customers, donors, partners, and members visit various parts of our web sites.

In HTML e-mails that we may send our customers, donors, partners, and members, we may use technical methods for a number of purposes, including: to determine whether our customers, donors, partners, and members have opened or forwarded those e-mails and/or clicked on links in those e-mails, has made an inquiry or purchase in response to a particular e-mail. These technical methods may enable us to collect and use information in a form that is personally identifiable.

We do place links on our web sites that will take you to third parties. These organizations will usually be our associates, affiliates and ministry partners whom we believe are safe and reliable for you to visit.” However, these associates, affiliates and ministry partners may place advertisements on their web sites that may use cookies and web beacons to collect non-personally identifiable information about your visits to their web sites and other web sites in order to provide advertisements about goods and services they believe are of interest to you. If you would like to obtain more information about the practices of any of these associates, affiliates and ministry partners and to make choices about their use of your information, you will need to visit their specific web site. Finally, please keep in mind that if you click on a link on one of our web sites and link to a third party’s web site, then our Online Privacy Policy will not apply to your personally identifiable information collected on that third party’s web site and you must read the Privacy Policy posted on that site to see how your personally identifiable information will be handled.

Information That We Collect from Others

We may update and supplement personally identifiable information that we have collected directly from our customers, donors, partners, and members with other information that we obtain from third parties and other companies. In addition, we may obtain personally identifiable information about individuals who are not yet customers, donors, partners, and members of our web sites but whom we believe may have an interest in our ministry. In addition, when we associate information that we obtain from third

parties or other companies with personally identifiable information that we have collected under this Online Privacy Policy, we will treat the acquired information like the information that we collected ourselves and, except as permitted by this Online Privacy Policy, the information will not be shared with third parties.

Q3. How is your personally identifiable information used and shared?

A3. As described in detail below, The Mailbox Club Int'l may use your personally identifiable information in several ways, including sending you promotional materials and news/prayer letters; however we will not share your information with third parties for any promotional purposes. (By "promotional materials," we mean communications that directly promote the use of our web sites, or the use of our materials and publications or services and the opportunities available to you to support our ministry through financial or other gifts.) As outlined below in A4, you may "opt-in and/or "opt out" of certain uses of your personal information.

Use and sharing by The Mailbox Club Int'l:

Personally identifiable information collected under this Online Privacy Policy is shared among and used by The Mailbox Club Int'l Inc., its designated Regional Offices, and official affiliates for many purposes. For example, The Mailbox Club Int'l Inc. may use your personal information to send you informational and promotional materials about our published materials and services (including special offers and promotions) either offered by us or through one or more of our regional offices. These informational and promotional materials may be sent to you by postal mail, e-mail or other means.

You must "register" on at least one of our sites to be included in our "informational and promotional materials" distributions', and then you may opt-in and/or opt out of receiving these communications in order to select exactly what you will receive; as provided in A4 below.

The Mailbox Club may also use your personal information for many purposes other than sending you informational and promotional materials. (We refer to all of these types of uses of your personal information that do not involve the sending of informational and promotional materials as "Operational Uses.") For example, we may use your information to complete transactions requested by you (such as your purchase of a product or service offered on our web sites), or to send you administrative communications either about your account with us or about features of our web sites, including any future changes to this Online Privacy Policy. As another example of Operational Uses, we may share your personal information with departments and offices within The Mailbox Club that do telephone surveys, appreciation calling or promotional calling so when we call you or you call us we do not need to ask you to provide your information a second time. Because these uses of your personal information do not involve sending you informational and promotional materials, your opt-in/opt-outs under A4 below will only apply to specific items of these Operational Uses; such as telephone surveys and appreciation calling.

Use and sharing by our Licensed Online Partners

The Mailbox Club Int'l will not share your personal information with our "licensed online partners." Licensed Online Partners are individuals, churches, organizations, and other ministries with whom we have a license agreement for the use of our "Bible Lessons Online" web based database and delivery system. However these licensees, by the very nature of the license contract and function of the "Lessons Online" database and delivery system, are collecting and do have access to personally identifiable information for those persons who register to participate in and use our "Bible Lessons Online" through the licensees web site. Therefore, if you have registered to do Bible lessons online through one or any of these licensees' web sites the Privacy Policy of that licensees' site will apply to how your personal identifiable information is handled, controlled, and used by them. You will need to obtain access to their Privacy Policy through their web site(s) and read it to know how they use and protect your personally identifiable information.

Although The Mailbox Club Int'l Inc. as owner and operator of our "Bible Lessons Online" database and delivery system does have access to personally identifiable information collected by our licensees we will not use that information in any way or for any purpose defined in this Online Privacy Policy. We do provide security for this information as described in A5 below along with the security we provide for the "Bible Lessons Online" database and delivery system.

Finally, The Mailbox Club Int'l Inc. may take your personally identifiable information and make it non-personally identifiable, either by combining it with information about other individuals (aggregating your information with information about other individuals), or by removing characteristics (such as your name) that make the information personally identifiable to you (de-personalizing your information). Given the nature of this information, there are no restrictions under this Online Privacy Policy upon the right of The Mailbox Club Int'l Inc. to aggregate or de-personalize your personal information. The purpose of such use of the data we collect is for system analysis and statistical evaluations only with limited sharing of such data with third parties that may help with such analysis.

Non-Registered Transactions with The Mailbox Club Int'l Inc.

The Mailbox Club Int'l Inc. does not utilize a category defined as Non-Registered Transactions. To be considered one of our online customers, donors, partners, or members it is necessary for you to "register" on one of our sites. Registration establishes a member account for you and thereby offers you all the privileges, controls and protection available through this Online Privacy Policy. Those who choose not to register are visitors from whom we do not collect any personally identifiable information and therefore will have no definable connection to us, or us to them. Failure to register on our site(s) may limit the access the visitor has to certain features of the site; they will be offered the opportunity to register when they attempt to access those features of the site.

Third Parties Offering Promotions, Products, or Services

The Mailbox Club Int'l Inc. does not share your personal information with any third parties for promotional purposes of any kind. However, it is necessary in the normal process of design, development and maintenance of our web sites to allow access to your personal information to third party companies, contractors, and some professional individuals who assist The Mailbox Club Int'l Inc. in the design, development and maintenance of our web sites. These might include contract Graphic Designers, a company or ministry that designs information data bases or an ISP that hosts our web site(s) and handles email services. These entities are bound by contracts and other legally binding agreements that forbid their capture and/or use of all such personal information for any other purpose than the specific work they have agreed to perform for The Mailbox Club Int'l Inc.

Companies that facilitate Communications and Transactions with you:

Sometimes The Mailbox Club Int'l Inc. hires companies to help provide products or services, like a shipping company that delivers a package of our materials to your office, church or home; or a company that would deliver our newsletter through broadcast email or FAX distribution.

In those instances, there is a need to share your information with these companies.

Sometimes The Mailbox Club Int'l Inc. also works with other companies who help either gather your information or communicate with you, such as a company that helps to do statistical analysis on our database(s) or conduct an information survey of the data. Your opt-in/opt-out choices under A4 below will not apply to sharing by The Mailbox Club Int'l Inc. of your personal information with any of these companies.

Nonetheless, except as separately permitted by other provisions of this Online Privacy Policy, these companies are allowed to gather, receive, and use your information only for the purposes described in this paragraph or to facilitate compliance with laws.

Other considerations:

Regardless of any opt-in/opt-out choices that you make under A4, The Mailbox Club Int'l Inc. will disclose personal information when it believes in good faith that such disclosures:

- (a) Facilitate compliance with laws, including, for example, compliance with a court order or subpoena, or
- (b) will help to: enforce our Terms of Use; enforce promotions, and/or game rules; protect your safety or security, including the safety and security of property that belongs to you; and/or, protect the safety and security of our web sites, The Mailbox Club Int'l Inc., and/or third parties, including the safety and security of property that belongs to The Mailbox Club Int'l Inc. or third parties.

Q4.What choices do you have about the collection, use, and sharing of your personally identifiable information?

A4. The very first choice that you have on any of The Mailbox Club Int'l Inc. web sites is to Register or **not** to Register. Registration is required on our web sites for you, the user, to have full access to the benefits, services, and interaction that is offered by the particular site where you register and other of our web sites where that registration is recognized. Registration is how you indicate to us that you want to be involved in the use of any of our web sites and to receive any of the benefits we may offer and/or for you to benefit us by your participation in any of our programs, plans, or ministry opportunities that are offered. Registration is always by your free choice; although we may express the value of registration we will in no way coerce or demand Registration. Once you do register on any of our web sites you are then placed under the provisions and protections of this Online Privacy Policy that will govern our relationship with you in regard to the use of your personally identifiable information and the communications you receive from us. Choosing not to register on our web sites will insure that we do not collect any information from you or about you that is in any way personally identifiable.

With regard to personal information that you have provided under this Online Privacy Policy, there are several separate primary opt-in/opt-out divisions available to you. These opt-in/opt-out divisions are the means by which you give us, or decline to give us, your consent to use your personal information for the purposes covered by these opt-in/opt-out choices. **We do not automatically assign any registered user to any opt-in choice; all choices are default set to "opt-out" at the time of your registration.**

Most of our Web sites will not present you with all the opt-in/opt-out divisions described below. Please be assured, however, that if any one of these opt-in/opt-out divisions is not presented to you on a Web site, then personal information collected from you on that site will not be used for the purposes covered by that opt-in/opt-out division. There are several methods by which you can exercise your opt-in/opt-out choices:

- (a) **during the registration process on our web sites (recommended);**
- (b) **after registration, by logging on our web sites, clicking on the Member Services Center page (sometimes called a site's "Member Services" or "Preference" center), and following the opt-in/opt-out directions; and**
- (c) **as described below in A6.**

Each of these opt-in/opt-out divisions is subject to the exceptions described further below in this section.

Currently your possible opt-in/opt-out divisions are:

1. **The Mailbox Club Home Office:**
2. **The Mailbox Club World Regions**
3. **The Mailbox Club Bible Lessons Online**
4. **Venture Clubs**

1. **The Mailbox Club Home Office:** You may choose to opt-in/opt-out of any or all of the categories listed on your Personal Preferences screen. To make those preferences permanent you must click the update button and receive the confirmation message from the system. The preference choice categories that may be offered are as follows:
 - a. **Ministry News Letters by postal mail or email**
 - b. **Special Prayer Bulletins by postal mail or e-mail**
 - c. **Ministry Projects and Financial needs Bulletins by postal mail or e-mail**
 - d. **Ministry Announcements and News Releases by postal mail or e-mail**
 - e. **Publications Release Notices and Product Sales Promotions or Advertisements by postal mail or e-mail**
 - f. **Telephone calls for surveys, financial needs, or appreciation.**

Receiving informational and promotional materials from The Mailbox Club Int'l Inc. Home Office will include its World Regional offices and affiliated ministries, singly or together. These are currently designated: The Mailbox Club Africa The Mailbox Club Asia, The Mailbox Club Central Asia, The Mailbox Club Eastern Europe, The Mailbox Club Latin America, The Mailbox Club Middle East, and The Mailbox Club North America including the Venture Clubs program. However, this information will not focus specifically or in great detail upon any Region as would be found in choice 2 below.

This division is found on each of our web sites to which it is applicable and the listed categories are subject to change without notice. For your convenience, when you make a choice regarding this opt-in/opt-out at any one of our web sites, we will treat that choice as replacing any other choices regarding that opt-in/opt-out that you may previously have made. Thus, if you want to make a change in your "The Mailbox Club Int'l Inc. Home Office" opt-in/opt-out choice, you can make that change by visiting the Members Services Center at any one of our web sites where your registration applies. Your election to choose this "The Mailbox Club Int'l Inc. Home Office" opt-in/opt-out will not, however, override your consent to receive informational and promotional materials from a specific **World Region** of The Mailbox Club Int'l Inc. family as described in the choice 2 below. You will need to make opt-in/opt-out choices for each **World Region** when you complete the preferences page for a specific **World Region** of The Mailbox Club Int'l Inc. family as described in choice 2 below.

2. **The Mailbox Club World Regions:** You may choose to opt-in/opt-out of receiving informational and promotional materials directly from and directly related to a specific **World Region** of The Mailbox Club ministry by completing a Member Services Preferences page available from the "Home page" for that specific **World Region**. However, if you do not choose to opt-out of receiving promotional materials from "The Mailbox Club Int'l Inc. Home Office" as described in the preceding section, you may still receive some informational and promotional materials about the World Regional ministries of The Mailbox Club.

The current World Regional Divisions of The Mailbox Club Int'l Inc. are as follows:

- a. **The Mailbox Club Africa**
- b. **The Mailbox Club Asia**
- c. **The Mailbox Club Central Asia**
- d. **The Mailbox Club Eastern Europe**
- e. **The Mailbox Club Latin America**
- f. **The Mailbox Club Middle East**
- g. **The Mailbox Club North America**

Each World Region is managed by a Regional Director who publishes informational News Letters and other information in support of his region. He may also have ministry projects and financial needs for which he does promotional publications for distribution within the region and/or world wide and on any appropriate web site of The Mailbox Club Int'l Inc.

Each World Region may offer a list of opt-in/opt-out categories as shown below or with alterations more appropriate to the Region's activities and emphasis. The list below is therefore representative only of what may appear on any specific World Regional web site or on the World Region portion of our web sites and the Member Services Preferences page:

- a. **Regional Ministry News Letters by postal mail or email**
- b. **Regional Prayer Bulletins by postal mail or e-mail**
- c. **Regional Projects and Financial needs Bulletins by postal mail or e-mail**
- d. **Regional News Releases and Announcements by postal mail or e-mail**
- e. **Regional Publications Releases and Promotions by postal Mail or e-mail**

These Regional divisions are found on each of our web sites to which they are applicable and the listed categories are subject to change without notice. For your convenience, when you make a choice regarding this opt-in/opt-out at any one of our web sites, we will treat that choice as replacing any other choices regarding that opt-in/opt-out that you may have made previously. Thus, if you want to make a change in your “The Mailbox Club Latin America” opt-in/opt-out choice, you can make that change by visiting the Members Services Center and then the World Regional Member Services Preferences page at any one of our web sites where your registration applies. Your election to make opt-in/opt-out choices for a specific **World Region** will not, however, override your consent to receive informational and promotional materials from another specific **World Region** or The Mailbox Club Int’l Inc. Home Office.

General Opt-in/Opt-out provisions that apply to items 1 & 2, above:

Please keep in mind that any opt-in/opt-out choices you make **will not apply** in situations where:

- (a) You have made, simultaneously make, or later make a specific request for information from a World Region or The Mailbox Club Home Office.
- (b) The Mailbox Club Int’l Inc. uses your personal information for “Operational Uses” as described above in A3.
- (c) The Mailbox Club Int’l Inc. shares your personal information under the provisions of A3 above with respect to “Companies that Facilitate Communications and Transactions with You,” and “Other considerations” above in A3.

In addition, any time that we send you informational and promotional materials that you have consented to receive under one of the previously described opt-in/opt-out choices, we may accompany those materials with informational and promotional materials covered by the other opt-in/opt-out choices. This means there will often be overlapping information within the opt-in/opt-out choices we offer. For example, if you “opt-in” to receive informational and promotional materials from The Mailbox Club Int’l Inc. Home Office and also “opt-in” for the World Region of Africa, you will also receive information about Asia, Europe, and Latin America through the “Home Office” option. Any such additional informational and promotional materials, however, will constitute a relatively minor part of the entire communication we send to you.

Further, if you do not exercise your opt-in/opt-out choices upon registration or initial log-in at our web sites, it may take up to thirty (30) days for your opt-in/opt-out choices to be fully effective. Our systems require time to update, and informational and promotional mailings using your personal information shared before your opt-in/opt-out may already be in process.

Finally, please keep in mind that, if you have not consistently used the same postal and email addresses on our Web sites, or if you have used a general change of address in process (such as the change of address process offered by the U.S. Post Service) after providing address information on our web sites, systems maintained by The Mailbox Club Int’l Inc. may have varying contact information for you. Accordingly, it may not always be possible to match your new opt-in/opt-out choices with your personal information that you previously have provided.

3. Mailbox Club Bible Lessons Online:

This division requires specific and separate registration from the home page of our “Lessons Online” website at www.mailboxclubonline.org and is separate from our informational and promotional web site(s) as found at other domain addresses. Registration on this site constitutes an “opt-in” choice in order to access our Bible lessons as published on the Internet. Because this site is designed for children, as well as youth and adults, it provides access in support of COPPA rules for children’s Internet use. Under the COPPA rules parents/guardians are given the opportunity to accept or refuse the “opt-in” registration of children under their care. Please refer to our Children’s Online Privacy Policy as presented on the above site for complete details of the opt-out option.

4. Venture Clubs:

This division requires specific and separate registration from the home page of the Venture Clubs website at www.ventureclubs.org and is separate from our general ministry informational and promotional website(s) as found at other domain addresses. Registration on this site is specific to the design of the site and the Venture Clubs ministry program in that Churches or their duly appointed representation alone are expected to register as a church entity in order utilize the full features of the website and the Venture Clubs program. Registration Opt-out and program cancellation will be administered through the Venture Clubs field representatives or by individual request to the Venture Clubs information email address of info@ventureclubs.org. No online Opt-in/Opt-out Register Member feature is currently offered.

The Venture Clubs Online Store is available to registered and non-registered users alike so that the collecting of personally identifiable information is collected sufficient to complete any purchase of goods and materials initiated by the "customer". That information is used, controlled, and secured in accord with all applicable sections of this policy.

Q5. What kinds of security measures do we take to safeguard your personally identifiable information?

A5. The security and confidentiality of your information is extremely important to us. We have implemented technical, administrative, and physical security measures to protect customers, donors, partners, and members' information from unauthorized access and improper use. From time to time, we review our security procedures in order to consider appropriate new technology, methods, and controls. Please be aware though that, despite our best efforts, no security measures are perfect or impenetrable. We cannot and do not guarantee in any manner the absolute security of your personally identifiable information.

Q6.How can you update your contact information and opt out choices?

A6. You can access and update the contact information you gave us during registration (that is, your postal address, e-mail address, or any other information that would directly enable us to contact you), or modify your opt-in/opt-out choices, by going to our Member Services Center(s). Simply [click here](#) or go to the Member Services Center on any specific website, and then log-in with your Member name and password. In some cases, you may need to visit the Member Services Center on a particular website to change your preferences associated with that website.

There are instructions on the start page of the link above to help you recover your password if you've forgotten it. If you need to recover your password, you can also contact us via e-mail at membersupport@mailboxclub.org. Please include information in the e-mail that will help us identify your account so we can assist you with your request. We may also provide you an opportunity to update your contact information and/or modify your opt-in/opt-out choices by sending you an e-mail or other communication that invites your response.

Finally, you may unsubscribe from certain e-mail communications by clicking on unsubscribe links in those e-mails. In some cases, your account may expire or be terminated under our Terms of Use. If so, you may contact Member Services at the address in A7 below to update your information and opt-in/opt-out choices (to the extent that we still retain them).

Q7.How can you ask questions, or send us comments, about this Online Privacy Policy?

A7. If you have questions or wish to send us comments about this Online Privacy Policy, please send an e-mail with your questions or comments to membersupport@mailboxclub.org

or write us at:

Member Services
The Mailbox Club Int'l Inc.
404 Eager Rd
Valdosta GA 31602

Please be assured that any personal information that you provide in communications to the above e-mail and postal mail addresses will not be used to send you informational and promotional materials, or add you to any mailing list unless you so request.

Q8.How will you know if we amend this Online Privacy Policy?

A8. We may amend this Online Privacy Policy at any time. If we amend this Online Privacy Policy to permit material changes in the way we collect, use, and/or share your personal information, we will notify you of such amendment by sending you an email at the last email address that you provided us, and/or by prominently posting notice of such amendment on the website(s) covered by this Online Privacy Policy.

Any such amendment to this Online Privacy Policy will be effective thirty (30) calendar days following either our dispatch of an e-mail notice to you or our posting of notice of the changes on the website(s) covered by this Online Privacy Policy. Please note that, at all times, you are responsible for updating your personal information to provide us your current email address. In the event that the last email address that you have provided us is not valid, or for any other reason is not capable of delivering to you the notice described above, our dispatch of the email containing such notice will nonetheless constitute effective notice of the amendment described in the notice. In any event, an amendment to this Online Privacy Policy may permit material changes in the way we use and share personal information that you provided us prior to our notification to you of such amendment. If you do not wish to allow such material changes, you must so notify us (in the manner we specify) prior to the effective date of the amendment. If you provide us this notice, we may choose to deactivate your account.

Please be advised, however, that, regardless of whether you provide such notice to us, any such amendment to this Online Privacy Policy will apply to any personal information that you provide us on or after the effective date of such amendment.

Q9. What additional privacy protections do we provide for children under the age of 13 who visit our sites?

A9. We recognize the need to provide additional privacy protections for children who visit our web sites. We have established our ***Children's Online Privacy Policy*** that addresses this specific need. To read about our protections for children who are under the age of 13, please [click here](#).

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