Privacy Policy for Website www.bmorrison.com

This privacy policy discloses the privacy practices for <u>www.bmorrison.com</u>. This privacy policy applies solely to information collected by this website. It will notify you of the following:

- 1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
- 2. What choices are available to you regarding the use of your data.
- 3. The security procedures in place to protect the misuse of your information.
- 4. How you can correct any inaccuracies in the information.

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, e.g. to ship an order.

There are four ways that you may share information with us: by commenting on a blog post, signing up for the newsletter, submitting the Contact form, or by ordering a book. For the first three, we only collect your name, email address and IP address.

When ordering a book, we request information from you through PayPal. To buy from us, you must provide contact information (like name and shipping address). This information is used to fill your orders. If we have trouble processing an order, we'll use this information to contact you. Since purchases are made through PayPal, we do NOT collect your financial information (like credit card number, expiration date).

If you sign up for the newsletter, you will receive the quarterly newsletter. In addition, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

This website contains links to other sites. 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.

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 phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take precautions to protect your information. Only employees who need the information to perform a specific job (for example, order fulfillment or customer service) and system administrators are granted access to website information.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via email at bmorrison@bmorrison.com.