

# **Secure Ordering & Privacy Policy**

#### Use and Protection of Personal Information

Pathway Book Service (PBS) is committed to protecting your privacy. We will collect or record basic personal information (e.g., name, e-mail address, mailing address, phone number) you voluntarily provide through our web site or through electronic mail you send to us, but we will not disclose this information to third parties. PBS will not disclose your basic personal information to third parties except when the release of such information is necessary to comply with law or to protect the rights, property or safety of our website. PBS does not knowingly collect personally identifiable information from children under the age of 13 without obtaining prior, verifiable parental consent.

#### How We Protect Your Personal Information

We take appropriate security measures (including physical, electronic and procedural measures) to help safeguard your personal information from unauthorized access and disclosure. For example, only authorized employees are permitted to access personal information, and they may do so only for permitted business functions. In addition, we use encryption in the transmission of your sensitive personal information between your system and ours, and we use firewalls to help prevent unauthorized persons from gaining access to your personal information.

We want you to feel confident using our website to transact business. However, no system can be completely secure. Therefore, although we take steps to secure your information, we do not promise, and you should not expect, that your personal information, searches, or other communications will always remain secure. Users should also take care with how they handle and disclose their personal information and should avoid sending personal information through insecure e-mail. Please refer to the Federal Trade Commission's website at <a href="https://www.ftc.gov/bcp/menus/consumer/data.shtm">www.ftc.gov/bcp/menus/consumer/data.shtm</a> for information about how to protect yourself against identity theft.

## Visiting Our Website From Outside the United States

This Privacy Policy is intended to cover collection of information on our website from residents of the United States. If you are visiting our website from outside the United States, please be aware that your information may be transferred to, stored, and processed in the United States where our servers are located and our central database is operated. The data protection and other laws of the United States and other countries might not be as comprehensive as those in your country. Please be assured that we seek to take reasonable steps to ensure that your privacy is protected.

## No Rights of third Parties

This Privacy Policy does not create rights enforceable by third parties or require disclosure of any personal information relating to users of the website.

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## Changes to this Privacy Policy

We may change this Privacy Policy from time to time. In the event that the change is significant or material, we will notify you of such a change by revising the link on the home page to read "Newly Revised Privacy Policy." Please check the Privacy Policy frequently. Your continued use of the site constitutes acceptance of such changes in the Privacy Policy, except where further steps are required by applicable law. This Privacy Policy is effective as of April 20, 2012.

### How to Contact Us

If you have any questions regarding this statement, please contact us via phone at 1-800-345-6665 or 603-357-0236, or send us an email addressed to <a href="mailto:pbs@pathwaybook.com">pbs@pathwaybook.com</a>