

BK Royston Publishing LLC
Privacy Policy
Date Updated: December 1, 2019

BK Royston Publishing LLC is committed to protecting your privacy. This Privacy Policy governs your access to and use of BK Royston Publishing LLC, including any content, functionality and services offered on or through BKRoystonPublishing website whether as a guest or a registered user. Please read the Privacy Policy carefully before you start to use the Website. By using the Website, you agree to be bound and abide by this Privacy Policy. We may change this policy from time to time by updating this page.

This policy includes:

Section 1 – What Information Do We Collect?

Section 2 – What Do We Do With Your Information?

Section 3 - Who Else Can Access Your Personal Data

Section 4 - How We Secure Your Data

Section 5 - Use of Cookies And Pixels

Section 6 – Email Use

Section 7 – Age Of Consent

Section 8 - Visitors' GDPR Rights

Section 9 - Contact Us

Section 1 – What Information Do We Collect?

Personal Information

We may collect the following information:

- Full name
- Contact information including email address
- Physical address
- Phone number
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers
- IP address

This information is necessary for delivering you a product/service or to enhance your customer experience with us.

Order Information

When you place an order, you must provide us with certain information about the products and services you are seeking to purchase.

Billing Information

When you wish to purchase a product or service, you will be required to provide certain information in addition to the Personal Information and Order Information noted above. Such information may include a debit card number, credit card number, expiration date, billing address, activation codes, and similar information. Although we will have access to the Billing Information, it will also be collected and processed by our third-party payment vendors pursuant to the terms and conditions of their privacy policies and terms of use.

Information automatically collected about you:

As you navigate through our Website, we may use automatic data collection technologies including Google Analytics to collect certain information about your equipment, browsing actions, and patterns. This will generally include information about your location, your traffic pattern through our website, and any communications between your computer and our Website. Among other things, we will collect data about the type of computer you use, your Internet connection, your IP address, your operating system, and your browser type.

The information we collect automatically is used for statistical data and will not include personal information. We use this data to improve our Website and our service offerings.

Section 2 – What Do We Do With Your Information?

We require this information to fulfill the request you have on our website. That may include sending you information you requested or granting access to a membership portal or products you have purchased. We also require this information to understand your use of our service and provide you with the best service possible. We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided. On occasion, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customize the website according to your interests.

Section 3 - Who Else Can Access Your Personal Data

We do not rent or sell your personal data. We may employ other companies and individuals to perform functions on our behalf. Examples may include providing technical assistance, email management, order fulfillment, customer service, website design, collection agencies and marketing assistance. These other companies will have access to the information only as necessary to perform their functions and to the extent permitted by law.

Depending on your activity on our site, you may be sharing data with a trusted third-party partner. We use several third-party companies to manage activities such as email management, data collection or shopping cart management. These include:

- PayPal
- Stripe
- Square
- GetResponse
- Time Trade

We only work with Processing partners who are able to ensure adequate level of protection to your Personal Data.

We may disclose your personal information if we are required by law to do so or if you violate our Terms of Service. Also, if our site is acquired or merged with another company, your information may be transferred to the new owners so that they may continue to sell and support our products and services.

Section 4 - How We Secure Your Data

We do our best to keep your personal data safe. We use safe protocols for communication and transferring data (such as HTTPS) along with anonymising and pseudonymising where suitable. We monitor our systems for possible vulnerabilities and attacks. Although we try our best, we cannot guarantee the security of information. However, we promise to notify suitable authorities of data breaches and will notify you if there is a threat to your rights or interests. We will do everything we reasonably can to prevent security breaches and to assist authorities should any breaches occur.

Note, if you have an account with us, it is your responsibility to keep your username and password secret.

External Websites

The Websites may contain links to third-party websites. We have no control over the privacy practices or the content of any of our business partners, advertisers, sponsors, or other websites to which we provide links. As such, we are not responsible for the content or the privacy policies of those third-party websites. You should check the applicable third-party privacy policy and terms of use when visiting any other websites.

Important Notice to Non-U.S. Residents

Please note that our websites and servers are operated in the United States. If you are located outside of the United States, please be aware that any information you provide to us will be transferred to the United States. By using the Websites and by providing us information when using our services, you hereby irrevocably consent to this transfer and our use of the information and data provided by you in accordance with this Privacy Policy.

Section 5 - Use of Cookies And Pixels

As many commercial websites, our website uses a standard technology called “cookies” and server logs to collect information about how our site is used. Information gathered through cookies and server logs may include the date and time of visits, the pages viewed, time spent at our site, and the websites visited just before and just after our own, as well as your IP address.

A cookie is a small file which asks permission to be placed on your computer’s hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can remove cookies stored in your computer via your browser settings. Alternatively, you can control some 3rd party cookies by using a privacy enhancement platform such as optout.aboutads.info or youronlinechoices.com. For more information about cookies, visit allaboutcookies.org. We use Google Analytics to measure traffic on our website. Google has their own Privacy Policy which you can review [here](#). If you’d like to opt out of tracking by Google Analytics, visit the [Google Analytics opt-out page](#).

Some content or applications, including advertisements, on the Website are served by third-parties, including advertisers, ad networks and servers, content providers, and application providers. These third parties may use cookies alone or in conjunction with web beacons or other tracking technologies to collect information about you when you use our website. The information they collect may be associated with your personal information or they may collect information, including personal information, about your online activities over time and across different websites and other online services. They may use this information to provide you with interest-based (behavioral) advertising or other targeted content.

We do not control these third parties' tracking technologies or how they may be used. If you have any questions about an advertisement or other targeted content, you should contact the responsible provider directly.

Section 6 – Email Use

If you choose to correspond with us through email, we may retain the content of your email messages together with your email address and our responses. This also applies when you register for our website, sign up through any of our forms using your email address or make a purchase on this site. We will maintain the information you send via e-mail in accordance with applicable federal law.

In compliance with the CAN-SPAM Act, all e-mails sent from our organization will clearly state who the e-mail is from and provide clear information on how to contact the sender. In addition, all e-mail messages will also contain concise information on how to remove yourself from our mailing list so that you receive no further e-mail communication from us.

Our emails provide users the opportunity to opt-out of receiving communications from us and our partners by reading the unsubscribe instructions located at the bottom of any e-mail they receive from us at any time. Users who no longer wish to receive our newsletter or promotional materials may opt-out of receiving these communications by clicking on the unsubscribe link in the e-mail.

Section 7 – Age Of Consent

Our Website is not intended for children under 13 years of age. No one under age 13 may provide any information to or on the Website. We do not knowingly collect personal information from children under 13. If you are under 13, do not use or provide any information on this Website or on or through any of its features/register on the Website,

make any purchases through the Website, use any of the interactive or public comment features of this Website or provide any information about yourself to us, including your name, address, telephone number, email address, or any screen name or user name you may use.

If we learn we have collected or received personal information from a child under 13 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13, please contact us at info@bkroystonpublishing.com.

Section 8 - Visitors' GDPR Rights

If you are within the European Union, you are entitled to certain information and have certain rights under the General Data Protection Regulation. Those rights include:

We will retain the any information you choose to provide to us until the earlier of: (a) you asking us to delete the information, (b) our decision to cease using our existing data providers, or (c) the Company decides that the value in retaining the data is outweighed by the costs of retaining it.

You have the right to request access to your data that the Company stores and the rights to either rectify or erase your personal data.

You have the right to seek restrictions on the processing of your data.

You have the right to object to the processing of your data and the right to the portability of your data.

To the extent that you provided consent to the Company's processing of your personal data, you have the right to withdraw that consent at any time, without affecting the lawfulness of processing based upon consent that occurred prior to your withdrawal of consent.

You have the right to lodge a complaint with a supervisory authority that has jurisdiction over issues related to the General Data Protection Regulation.

We require only the information that is reasonably required to enter into a contract with you. We will not require you to provide consent for any unnecessary processing as a condition of entering into a contract with us.

Section 9 - Contact Us

We welcome your questions or comments regarding the Privacy Policy.

Julia Royston

P. O. Box 4321

Jeffersonville, IN 47131

julia@bkroystonpublishing.com