# PRIVACY POLICY – WDS WRITING & DEVELOPMENT SERVICES

It is WDS Writing & Development's (hereinafter, "us", "we", or "WDS Writing & Development ") policy to respect your privacy regarding any information we may collect while operating our website, <a href="www.whitneystovall.com">www.whitneystovall.com</a>. We have adopted this privacy policy ("Privacy Policy") to explain what information may be collected on our website, how we use this information, and under what circumstances we may disclose the information to third parties. 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. This Privacy Policy applies only to information we collect through the Website and does not apply to our collection of information from other sources. This Privacy Policy, together with the Terms and conditions posted on our Website, set forth the general rules and policies governing your use of our Website. Depending on your activities when visiting our Website, you may be required to agree to additional terms and conditions.

# WEBSITE VISITORS

Like most website operators, WDS Writing & Development collects non-personally identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. WDS Writing & Development's purpose in collecting non-personally identifying information is to better understand how WDS Writing & Development's visitors use its website. From time to time, WDS Writing & Development may release non-personally identifying information in the aggregate, e.g., by publishing a report on trends in the usage of its website.

WDS Writing & Development also collects potentially personally identifying information like Internet Protocol (IP) addresses for logged in users and for users leaving comments on <a href="https://www.whitneystovall.com">www.whitneystovall.com</a> blog posts. WDS Writing & Development only discloses logged in user and commenter IP addresses under the same circumstances that it uses and discloses personally identifying information as described below.

# WHAT PERSONAL INFORMATION DO WE COLLECT FROM THE PEOPLE THAT VISIT WHITNEYSTOVALL.COM?

When ordering a product or making a financial contribution 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.

#### WHEN DO WE COLLECT INFORMATION?

We collect information from you when you place an order, make a financial contribution or pledge, subscribe to a newsletter, provide feedback, fill out a form or enter information on our site.

#### HOW DO WE USE YOUR INFORMATION?

We may use the information we collect from you when you make a purchase, sign up for our newsletter, make a financial contribution, apply for scholarships, respond to a survey or marketing communication, surf the website, or use certain other site features in the following ways:

- To allow us to better service you in responding to your customer service requests.
- To quickly process your transactions.
- To send periodic emails regarding your financial contribution, order, upcoming events, scholarships, volunteer opportunities or other services.
- To follow up with you after correspondence (live chat, email or phone inquiries)

#### HOW DO WE PROTECT YOUR 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.

We use regular Malware Scanning.

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.

We implement a variety of security measures when a user places an order enters, submits, or accesses their information to maintain the safety of your personal information.

All transactions are processed through a gateway provider and are not stored or processed on our servers.

# DO WE USE 'COOKIES'?

Yes. To enrich and perfect your online experience, WDS Writing & Development uses "Cookies", similar technologies and services provided by others to display personalized content, appropriate advertising and store your preferences on your computer. Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the site's or service provider's systems to recognize your browser and capture and remember certain information.

WDS Writing & Development uses cookies to help WDS Writing & Development identify and track visitors, their usage of <a href="www.whitneystovall.com">www.whitneystovall.com</a>, and their website access preferences. For instance.

By continuing to navigate our website without changing your cookie settings, you hereby acknowledge and agree to WDS Writing & Development's use of cookies.

#### We use cookies to:

- Help remember and process the items in the shopping cart.
- Understand and save user's preferences for future visits.
- Compile aggregate data about site traffic and site interactions in order to offer better site experiences and tools in the future. We may also use trusted third-party services that track this information on our behalf.

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.

WDS Writing & Development visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using WDS Writing & Development's websites. If you turn cookies off, some of the features that make your site experience more efficient may not function properly. It won't affect the user's experience that make your site experience more efficient and may not function properly.

#### THIRD-PARTY DISCLOSURE

We do not sell, trade, or otherwise transfer to outside parties your Personally Identifiable Information unless we provide users with advance notice. This does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or serving our users, so long as those parties agree to keep this information confidential. We may also release information when its release is appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, property or safety.

However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

#### THIRD-PARTY LINKS

Occasionally, at our discretion, we may include or offer third-party products or services on our website. These third-party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

#### **ADVERTISEMENTS**

Ads appearing on our website may be delivered to users by advertising partners, who may set cookies. These cookies allow the ad server to recognize your computer each time they send you an online advertisement to compile information about you or others who use your computer. This information allows ad networks to, among other things, deliver targeted advertisements that they believe will be of most interest to you. This Privacy Policy covers the use of cookies by WDS Writing & Development and does not cover the use of cookies by any advertisers.

#### GOOGLE & REMARKETING SERVICES

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

www.whitneystovall.com uses the remarketing services to advertise on third party websites (including Google) to previous visitors to our site. It could mean that we advertise to previous visitors who haven't completed a task on our site, for example using the contact form to make an enquiry. This could be in the form of an advertisement on the Google search results page, or a site in the Google Display Network. Third-party vendors, including Google, use cookies to serve ads based on someone's past visits. Of course, any data collected will be used in accordance with our own privacy policy and Google's privacy policy.

You can set preferences for how Google advertises to you using the Google Ad Preferences page, and if you want to you can opt out of interest-based advertising entirely by cookie settings or permanently using a browser plugin.

# AGGREGATED STATISTICS

WDS Writing & Development may collect statistics about the behavior of visitors to its website. WDS Writing & Development may display this information publicly or provide it to others. However, WDS Writing & Development does not disclose your personally identifying information.

# COPPA (CHILDREN ONLINE PRIVACY PROTECTION ACT)

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.

# FAIR INFORMATION PRACTICES

The Fair Information Practices Principles form the backbone of privacy law in the United States and the concepts they include have played a significant role in the development of data protection laws around the globe. Understanding the Fair Information Practice Principles and how they should be implemented is critical to comply with the various privacy laws that protect personal information.

# In order to be in line with Fair Information Practices we will take the following responsive action, should a data breach occur:

We will notify you via email

• Within 7-10 business days

We will notify the users via in-site notification

• Within 7-10 business days

We also agree to the Individual Redress Principle which requires that individuals have the right to legally pursue enforceable rights against data collectors and processors who fail to adhere to the law. This principle requires not only that individuals have enforceable rights against data users, but also that individuals have recourse to courts or government agencies to investigate and/or prosecute non-compliance by data processors.

# 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, financial contributions 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 quickly.
- Allow users to unsubscribe by using the link at the bottom of each email.

#### PRIVACY POLICY CHANGES

Although most changes are likely to be minor, WDS Writing & Development may change its Privacy Policy from time to time, and in WDS Writing & Development's sole discretion. WDS Writing & Development encourages visitors to frequently check this page for any changes to its Privacy Policy. Your continued use of this site after any change in this Privacy Policy will constitute your acceptance of such change.

# IF AT ANY TIME YOU WOULD LIKE TO UNSUBSCRIBE FROM RECEIVING FUTURE EMAILS, YOU CAN EMAIL US AT

whitneys@ohstovall.com and we will promptly remove you from ALL correspondence.

# **CONTACT US**

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

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