



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 requests.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

## **OUR PRIVACY POLICY**

We shall identify the purposes for which personal information is collected or before personal information is collected.

We shall ensure that consent is obtained from each individual for the collection, use or disclosure of their personal information.

We shall limit the collection of personal information to the purposes identified.

We shall not use or disclose personal information for purposes other than for the purpose it was collected unless we have the consent of the individual or as provided by law.

We shall retain personal information for only as long as necessary to meet the purposes of the collection of the personal information.

We shall ensure that personal information collected, used and disclosed shall be as accurate, complete and up to date as possible for the purposes for which it has been collected used and disclosed.

We shall take all appropriate steps to protect the personal information collected, used and disclosed and use security measures appropriate to sensitivity of the personal information.

We shall ensure that information is made available to employees and customers regarding this Privacy Policy and our privacy practices regarding personal information.