

## PartnerShip LLC Privacy Policy

PartnerShip LLC ("PartnerShip") respects your privacy. This Privacy Policy sets forth how we handle information we obtain from you and learn about you when you visit our website. This Privacy Policy contains information about:

- The information that we collect and how it will be used;
- Your right to access or update your Personally Identifiable Information ("PII");
- Your right to opt-out of receiving communications from us; and
- Our pledge to have reasonable security measures in place to protect against the loss, misuse, or alteration of information under our control.

We believe that you have the right to know what information is being collected about you and what is done with that information. The terms of this Privacy Policy will govern the use of any information collected while it is in place.

### Links

This Privacy Policy only applies to this website. Other websites that are linked to or from this website may have different privacy policies. We are not responsible for the privacy policies, or lack thereof, set forth on websites accessed through links from this website. Please review the privacy notices on those sites for details about their privacy policies.

### Notice of Change

We reserve the right to change this Privacy Policy and encourage you to revisit this web page. Should we change this Privacy Policy, we will post such changes on this website. By continuing to use this website after any changes are posted, you are indicating your acceptance of those changes.

We request that you update your contact information when it changes. This can be accomplished either by sending an e-mail to [info@PartnerShip.com](mailto:info@PartnerShip.com) with your revised contact information, or logging into the Manage Account section of PartnerShip.com and updating your information. We will not be held liable for failure to notify you of any changes in the Privacy Policy if you fail to update your contact information with us in a timely manner.

### Collection of Information

While the word "privacy" may mean different things to different people, we believe that once you understand how your information will be used, the steps we take to protect your PII, and the resulting benefits to you, you will feel confident when sharing information with us. One key is that we do not rent, sell or share your PII to anyone without your consent. Additionally, you will not be contacted by any third-party without your consent. PartnerShip collects two types of information about you when you visit our website: PII and non-personal, aggregated information, such as information about the pages on our website you have visited and your IP address.

1. *Personally Identifiable Information (PII)*—PartnerShip does not collect PII without your knowledge—PII is collected on the PartnerShip website through prompt only. The only personally identifying information that we collect and store about you is the information that you choose to provide to us. Several areas of PartnerShip.com ask for personal information. Requested information includes your name, address, email address, billing information, business profile, shipment information (shipping and receiving addresses), and information about your business contacts (company name, addresses, and contact name). This information is collected to help us further develop our services, to provide you access to valuable PartnerShip information and services. Any information you give to us will not be used in ways that you have not consented to by accepting the terms of this Privacy Policy.
  - a. Requests for Information Forms—Our requests for information forms require that you provide us with PII. This information is used to contact you and to process your requests for information. We will also use this information to contact you about the services we offer, as well as to send you site and service announcement updates.
  - b. Electronic Mail—We will also gather PII when you send us an e-mail. We will use your PII to respond to your e-mail, and we may use your PII to send you notifications about our services.
  - c. When you register for a PartnerShip Account—When you register for a PartnerShip account, we collect Personally Identifiable Information that is necessary to provide Products and Services. You must provide your name and e-mail address. You also must choose a password, which will be required to gain access to portions of our site reserved for registered customer use. We might also request your ZIP code.

You may elect to provide other information, including credit card information to be used to pay invoices through our secure website, which you can store on our website for ease of use.

- d. What we do NOT do: We do not and will not, at any time, request your credit card information, Member ID, or website username or password in a non-secure or unsolicited e-mail or telephone communication.

Identity theft and the practice known as "phishing" are of great concern to us. Safeguarding information to help protect you from identity theft is our priority. For more information about phishing, you may want to visit the Federal Trade Commission at <http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt127.shtm>

2. *Non-Personally Identifiable Information*—PartnerShip collects anonymous browser information from visitors to our website. This information is not personally identifiable and is not linked to any individual person. To collect this information, we may store information in the form of a "cookie" on your computer. Cookies allow us to tailor our website, and they help us better respond to your interests and preferences. With most Internet Browsers, you can erase cookies from your computer hard drive, block all cookies, or receive a warning before a cookie is stored. Please refer to your Browser instructions or Help screen to learn more about these functions.
  - a. *Referrers, IP Addresses and Other Non-Personal Information*—PartnerShip collects information through "referrers," IP addresses and various environmental variables. A "referrer" is information the web browser passes along to the PartnerShip web server that references the URL from which you came. The "IP address" is a number used by computers on the network to identify your computer so that data can be transmitted to you. "Environmental variables" include, among other things, the domain from which you access the Internet, the time you accessed our website, the type of web browser and operating system or platform used, the Internet address of the website you left to visit PartnerShip, the names of the pages you visit while at our website, and the Internet address of the website you then visit. We collect all of this information to allow us to detect broad demographic trends, to provide information tailored to your interests, and to enhance your experience on the PartnerShip website.
  - b. *Profiling*—To help us improve our website and to ensure that we make every effort to provide you with information and offers that are of interest to you, we may merge your information with click-stream data and other data we have, including offline data. We will provide notice of this, as well as an opportunity to opt-out of it, at the time and place of information collection and before data is entered into our system. We may also develop a non-identifiable profile on you based upon the pages within our website that you visit.

In addition, we may allow third-party advertisements to appear on our website. If we do so, our advertisers and our network advertising companies may, through the use of cookies or other technology, collect non-personally identifiable information about you. Over time, they may be able to develop a profile on you based on your visits not only to our website, but to other sites as well.

### **Choices Regarding the Use of Your Information**

You may choose not to provide PartnerShip with any contact information/PII. However, if that occurs, we will be unable to process your request for information and you will not be able to access many parts of the PartnerShip website.

If you would like to unsubscribe to any of our services or would like us to remove you from any of our online mailing lists, send an e-mail to [info@partnership.com](mailto:info@partnership.com). Please include your name and the e-mail address you wish to unsubscribe in the body of the message.

In some cases, PartnerShip may also provide you with an opt-out of some services in e-mail messages that you receive from PartnerShip.

### **Information Sharing: Blogs and Social Networks**

Some PartnerShip websites allow you to participate in "blog" discussions and other forms of social networking. Please be aware that these blogs and social networks are accessible to other users. We urge you to not submit any personally identifiable information to these sites because any information posted on a blog can be read, collected, shared, or otherwise used by anyone who accesses the site. PartnerShip is not responsible for the information you choose to submit in these forums.

### **Accessing and Updating Your Information**

We strive to keep our customer records as accurate as possible. Please let us know if you see any inaccuracy in your information or if your information changes. You may request such changes by calling your dedicated customer service representative at 1-800-599-2902, or by accessing your account online and updating your account information.

### **Assent**

Your continued use of this site signifies your assent to the PartnerShip Privacy Policy as presented. We reserve the right, at our discretion, to modify, add, or remove portions of this policy at any time by posting the revised policy online. Please check this page periodically for changes.

### **Resale or Disclosure of Information to Third-Parties**

We do not rent, sell, or share your PII to anyone without your consent. When we do share information with our associate members, including advertisers, vendors, and publishers, it is in the aggregate form (non-personally identifiable information that is provided to third-parties in a group) and does not identify you personally. We do not collect or use any information about you except for information that you have provided to us or is publicly available.

Occasionally, we may send the information that we gather to third-parties to organize, process and/or analyze. We use this information solely for the purpose of enhancing the offerings of our website, primarily to tailor updates and advertisements to your particular interests. All such third-parties are contractually bound to observe the PartnerShip Privacy Policy. Additionally, we reserve the right to disclose PII: (i) as may be permitted or required by law or based on our good faith belief that it is necessary to conform or to comply with the law, or by order of a court or an authorized administrative agency, or (ii) as may be necessary to protect our rights or property.

**Security**

The information you enter is stored on our servers in a password-protected, personal account. We use Secure Sockets Layer ("SSL") technology. All information is stored behind a secure computer firewall, a barrier that prevents outsiders from accessing our servers. To verify that you have a secure connection, look for the locked padlock symbol at the bottom of your browser window or the HTMLS-code in the site connection-identifier. When you access your account information, the information is kept on a secure server.

While we implement the above security measures, you should be aware that 100% security is not possible. If you have any questions about the security of PartnerShip's website, please send an e-mail to [info@PartnerShip.com](mailto:info@PartnerShip.com).

Although our data is stored in the United States, it is possible that some of the data processing may occur outside of the United States. While the data protection laws of these countries may vary, we protect this information based upon the express terms of this Privacy Policy.

**Notice to/Regarding Children under the Age of 13**

PartnerShip does not target children under the age of 13, and we do not knowingly request PII from any child under the age of 13 without parental consent. When we do receive such information, we delete it as soon as we discover it and do not use it or share it with third-parties.

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