

# Communication Resources Northwest, LLC – Privacy Statement

*Last Updated: 27 March 2010*

Communication Resources Northwest, LLC (Communication Resources) is committed to protecting your privacy. This privacy statement explains policies on data collection and use practices of the Communication-resources.com site (the “Site”). This does not apply to other online or offline Communication Resources Northwest, LLC sites, products, or services. By accessing the Site, you are consenting to the information collection and use practices described in this privacy statement.

## **COLLECTING YOUR PERSONAL INFORMATION**

When you purchase our product(s), Communication Resources will request personal information including, name, address, e-mail address, country, telephone number, and credit card number.

## **COLLECTION OF ANONYMOUS INFORMATION**

The Site may collect certain anonymous information about your visit, such as the name of the Internet Protocol (IP) address through which you access the Internet; the date and time you access the Site; the pages that you access while at the Site. This information is used to help improve the Site, analyze trends and administer the Site.

## **USE OF YOUR PERSONAL INFORMATION**

Communication Resources will use this information to personalize your experience, make the Site easier to use and provide more effective customer service. Communication Resources may use your personal information to provide you with important information about the products and services you are using, including, but not limited to, critical updates and notifications, extend to you special offers or communications directly from Communication Resources.

## **THIRD PARTY DISCLOSURE**

The personal information at Communication Resources collects will not be transmitted to any third-party service providers whatsoever.

## **SECURITY OF YOUR PERSONAL INFORMATION**

Communication Resources strictly protects the security of your personal information and will honor your privacy. Your personal information is never shared outside the company without your permission. Inside the company, data is stored on password-controlled servers with limited access. No unauthorized person can see or edit your personal information.

## **CHANGES TO THIS PRIVACY STATEMENT**

As the Site expands, improves, and updates Communication Resources’ offerings and services, Communication Resources reserves the right to modify or amend the policy at any time and for any reason. When policy changes occur, Communication Resources will revise the “last updated” date at the top of the Privacy Statement.

For material changes to this privacy statement, Communication Resources will notify you either by placing a prominent notice on the Homepage of its Site or by sending you a notification. Communication Resources encourages you to periodically review the privacy statement to stay informed about how the organization is helping to protect the personal information collected.

Communication Resources Northwest, LLC welcomes your comments regarding this privacy statement. If you believe that Communication Resources has not adhered to this privacy statement, please contact us by e-mail at [PrivacyOfficer@communication-resources.com](mailto:PrivacyOfficer@communication-resources.com) or via postal mail at the address provided below. Communication Resources will use reasonable efforts to promptly determine and remedy the problem.

Attn: Privacy Officer  
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