

# Paradigm Publishing – Online Privacy Policy

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## **What information do we collect?**

We collect information from you when you register on our website or fill out a form.

When ordering or registering on our website, as appropriate, you may be asked to enter your: name, email, and address.

## **What do we use your information for?**

Any of the information we collect from you may be used in one of the following ways:

- To personalize your experience (your information helps us to better respond to your individual needs)
- To improve our website (we continually strive to improve our website offerings based on the information and feedback we receive from you)
- To improve customer service (your information helps us to more effectively respond to your customer service requests and support needs)
- To process transactions

Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested by you.

- To send periodic emails

The email address you provide for processing may be used to send you information and updates pertaining to your order or service. In addition to receiving occasional company news, updates, and related product or service information.

Note: If at any time you would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

## **How do we protect you information?**

We implement a variety of security measure to maintain the safety of your personal information.

## **Do we disclose any information to outside parties?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we are complying with the law.

### **Third party links**

Occasionally, at our discretion, we may link to third party websites. These third party websites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked websites. Nonetheless, we seek to protect the integrity of our website and strive to link to known, reputable, and responsible websites.

### **Contacting us**

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

<http://www.emcp.com>

Paradigm Publishing

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