

## **Privacy Notice** (reviewed and updated January 1, 2017)

This privacy notice discloses the privacy practices for EMLOA, Inc. This privacy notice applies solely to information collected by this website. This notice addresses the following:

1. It identifies the personal information that is collected from you through the website, how it is used and with whom it may be shared.
2. It provides the choices that are available to you regarding the use of your data and describes how you can correct, change or delete any of your data.
3. It identifies the security procedures in place to protect the misuse of your information.

### **Information Collection, Use, and Sharing**

EMLOA is the sole owner of the information collected on this site. EMLOA only has 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.

EMLOA 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 request, e.g., to ship an order.

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

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting EMLOA via the email address or phone number given on the EMLOA website:

- See what data EMLOA has about you, if any.
- Change/correct any data EMLOA has about you.
- Have EMLOA delete any data EMLOA has about you.
- Express any concern you have about EMLOA's use of your data.

### **Security**

EMLOA takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever EMLOA may collect sensitive information (such as credit card data), that information will be encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page. We do not currently collect any sensitive data.

While we will use encryption to protect sensitive information that is transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which EMLOA stores personally identifiable information are kept in a secure environment.

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