

## **Ordway.com LLC Privacy Policy**

Your privacy is important to us. Policies and procedures for electronic handling of your information have been created as follows. Since Internet business and technologies are ever-changing, Ordway.com LLC's policies are subject to change.

This statement discloses the information practices for Ordway.com, LLC Websites, including the type of information gathered and tracked, how the information is used, and how the information is shared.

In the course of serving you, our website's acquires, stores and transmits your communications and information that customers may regard as private or sensitive. Some of this information - such as name, address, telephone number is provided by you in order to establish service. This information is required and a necessary part of completing your information request and will not be sold or provided to any third parties.

### IP

Your computer uses IP addresses every time you are connected to the Internet. Your IP address is a number that is used by computers on the network to identify your computer so that data (such as the Web pages you request) can be sent to you. Our Web servers automatically collect IP addresses. This information is used for site traffic reporting and analysis and shared with companies who host websites with Ordway.com, LLC. Their use of your information is subject to their applicable privacy policies.

### Cookies

To enhance your online experience, we use "cookies" or similar technologies. Cookies are text files placed in your computer's browser to store your preferences. Cookies do not contain personally identifiable information; however, once you choose to furnish a site with personally identifiable information, this information may be linked to the data stored in the cookie.

### No Spam

Ordway.com LLC websites maintain a strict "No Spam" policy. Your email address or mailing address will not be sold or rented to any third parties for any reason. If you sign up for an email newsletter or provide your email address as part of our information request process you may receive occasional follow up emails from Ordway.com, LLC to inform you of product news, promotional information or customer satisfaction surveys.

### Opt-out

If at anytime you wish to be removed from our email list, you may request to be removed by contacting us 203-262-1306. Removals are usually completed within 48 hours.

### Security

Ordway.com, LLC websites will protect the confidentiality of your information, and personal communications to the fullest extent possible and consistent with the law and the legitimate interests of Ordway.com, LLC its partners, its employees and other customers of services. To protect the loss, misuse, and alteration of information that is collected from you, Ordway.com, LLC has appropriate physical, electronic, and managerial procedures in place.

Lawful disclosure of your information

Disclosure of your personal information, other than when necessary in order to provide service to you, will be disclosed and released upon receipt of a court order, subpoena, or to cooperate with a law enforcement investigation, without prior notice to you. Ordway.com LLC fully cooperates with law enforcement agencies in identifying those who use our services for illegal activities. We reserve the right to report to law enforcement agencies any activities that we in good faith believe to be unlawful.

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Policy is subject to change without notice.