



## **Privacy Policy Effective September 1, 2008**

### **Our Commitment to Privacy.**

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

Northwest Phoenix, Marketing and Business Development collects personal and accounting data to facilitate the implementation of services rendered. At no point is the collected data sold or provided to a third party without the expressed written consent of the client.

### **The Information We Collect.**

This notice applies to all information collected an Account Executive representing Northwest Phoenix, Marketing and Business Development. The types of personal information collected at these pages are:

- Full Name
- Billing Address
- Mailing Address (if different)
- Email Address
- Website Address
- Phone Number
- Fax Number
- Credit Card Information
- Credit Information (when appropriate)

### **How We Use Information.**

We use the information you provide about yourself for billing and rendering services provided by Northwest Phoenix, Marketing and Business Development. Client data is maintained on a central system and used for client relationship management. We do not share this information with outside parties except to the extent necessary to complete that order.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

We use non-identifying and aggregate information to better design our website and to share with advertisers. For example, we may tell an advertiser that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women filled out our registration form, but we would not disclose anything that could be used to identify those individuals.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

### **Our Commitment to Data Security.**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Credit Card and Billing data is processed and maintained by [www.YourPay.com](http://www.YourPay.com). Northwest Phoenix, Marketing and Business Development does not retain and/or maintain any credit cards numbers, expiration dates or codes once they have been processed by [www.YourPay.com](http://www.YourPay.com). We adhere to a strict shredding policy of all documentation displaying credit card numbers or personal information.

You may view the privacy policy for [www.YourPay.com](http://www.YourPay.com) by visiting the following link:

[https://www.yourpay.com/internalpages/index\\_privacypolicy.htm](https://www.yourpay.com/internalpages/index_privacypolicy.htm)

### **How to Access or Correct Your Information.**

You may identify and correct personally identifiable information by directly contacting your account manager either by phone or by email.

### **How to Contact Us.**

Should you have other questions or concerns about these Terms & Conditions, please contact:

W. Dyer Vest  
Partner, Business Development Manager  
Northwest Phoenix, Marketing and Business Development  
429 6<sup>th</sup> Street  
Lake Oswego, OR 97034  
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