

June 10, 2010

What is your Privacy Policy?

This Privacy Policy is effective **05/14/2010**.

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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.

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The Information We Collect:

This notice applies to all information collected or submitted on the Ground Level Distribution website. On some pages, you can order products, make requests, and register to receive materials. We collect information from you when you register on our site, place an order, subscribe to our newsletter, respond to a survey or fill out a form. When ordering or registering on our site, as appropriate, you may be asked to enter your: name, e-mail address, mailing address or phone number. You may, however, visit our site anonymously. The types of personal information collected at these pages include:

- Name
- Address
- Email address
- Phone number
- Credit/Debit Card Information

On some pages, you can submit information about other people. For example, if you order a gift online and want it sent directly to the recipient, you will need to submit the recipient's address. In this circumstance, the types of personal information collected are:

- Name
- Address
- Email address
- Phone number

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The Way We Use Information:

- We use the information you provide about yourself when placing an order only to complete that order. We do not share this information with outside parties except to the extent necessary to complete that order.
- We use the information you provide about someone else when placing an order only to ship the product and to confirm delivery. We do not share this information with outside parties except to the extent necessary to complete that order.
- We offer gift-cards by which you can personalize a product you order for another person. Information you provide to us to create a gift-card is only used for that purpose, and it is only disclosed to the person receiving the gift.
- 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.
- You can register with our website if you would like to receive our catalog as well as updates on our new products and services. Information you submit on our website

will not be used for this purpose unless you fill out the registration form.

- 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.

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.

- To administer a contest, promotion, survey or other site feature
- To send periodic emails

The email address you provide for order processing, will only be used to send you information and updates pertaining to your order. If you decide to opt-in to our mailing list, you will receive emails that may include company news, updates, related product or service information, etc. 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.

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When you finalize your purchase, your personal information is protected by the method you select at check out. We accept payments via [Google Checkout](#) and [PayPal](#), which accept major credit and debit cards, including VISA, MasterCard, American Express, and Discover. Buyers enter their credit or debit card information when they first sign up for Google Checkout or PayPal and can select their preferred payment type during checkout.

Please review the [Google Checkout Privacy Policies](#) and [PayPal Privacy Policies](#) for more information.

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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. We implement a variety of security measures to maintain the safety of your personal information when you place an order or access your personal information. We offer the use of a secure server. All supplied sensitive/credit information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our Database to be only accessed by those authorized with special access rights to our systems, and are required to keep the information confidential. After a transaction, your private information will not be stored on our servers.

Secure areas of the Ground Level Distribution website are certified by [GlobalSign SSL Certificates](#) for the highest levels of strong security, confidence and trust. Websites using GlobalSign SSL benefit from being issued from a 2048 bit future-proof Root Certificate - offering the highest levels of 128 bit - 256 bit encryption.

Use of Cookies

Cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information. We use cookies to help us remember and process the items in your shopping cart, understand and save your preferences for future visits, keep track of advertisements and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

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Disclosure of 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 believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

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Third Party Links

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any

feedback about these sites.

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California Online Privacy Protection Act Compliance

Because we value your privacy we have taken the necessary precautions to be in compliance with the California Online Privacy Protection Act. We therefore will not distribute your personal information to outside parties without your consent. As part of the California Online Privacy Protection Act, all users of our site may make any changes to their information at anytime by logging into their control panel and going to the 'Edit Profile' page.

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Our Commitment To Children's Privacy

Protecting the privacy of the very young is especially important. We are in compliance with the requirements of COPPA (Childrens Online Privacy Protection Act), we do not collect any information from anyone under 13 years of age. Our website, products and services are all directed to people who are at least 13 years old or older.

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Your Consent

By using our site, you consent to our Privacy Policy.

Changes to our Privacy Policy

If we decide to change our Privacy Policy, we will post those changes on this page, and/or update the Privacy Policy modification date above.

Online Privacy Policy Only

This online Privacy Policy applies only to information collected through our website and not to information collected offline.

Terms and Conditions

Please also visit our Terms and Conditions section establishing the use, disclaimers, and limitations of liability governing the use of our website at <http://www.groundleveldistribution.com>

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How You Can Access Or Correct Your Information

You can access all your personally identifiable information that we collect online and maintain by logging into your account. We use this procedure to better safeguard your information. You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

How To Contact Us

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

<http://www.groundleveldistribution.com>
P.O. Box 14128
MACON, GA 31203
USA
help@groundleveldistribution.com

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Comment

Was this helpful?

No Very

Name (optional)