

# KOT BOOKS PRIVACY POLICY

This privacy policy outlines the privacy practices for [WWW.GREENCLOAKS.COM](http://WWW.GREENCLOAKS.COM). This privacy policy applies solely to information collected by this website. It will notify you of the following:

- 1) What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
- 2) What options you have regarding the use of your data.
- 3) The security protocols in place to protect the misuse of your information.
- 4) How you can correct inaccuracies in your information.

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

We only have access to or collect information that you voluntarily provide us via e-mail or other direct contact from you, including product purchases, correspondence, and participation in contests. We will not sell or rent this information to anyone—ever.

We 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 your order via the USPS.

Unless you ask us not to, we may contact you via e-mail in the future to tell you about specials, book signings, new products, and/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 by e-mailing us at: Admin8259@greencloaks.com and typing "UNSUBSCRIBE" in the subject line. Also, by communicating with us using that e-mail address:

- You may see what data we have about you, if any.
- You may change/correct any data we have about you.
- You may ask us to delete your personal data.
- You may share any concern about our use of your personal data.

## **Security**

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

Since all sales go through PayPal, we do not collect sensitive information (such as credit card data). PayPal encrypts that information and securely transmits only your name, address and e-mail to us for order fulfillment purposes. You can verify PayPal's security by looking for a closed-lock icon at the bottom of your web browser or "https" at the top of PayPal's web pages.

We also protect your information offline. Only William Burt has access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

## Updates

Our Privacy Policy may change from time to time, and all updates will be posted on this page. **If you feel that we are not abiding by this privacy policy, or if you wish to make changes to your personal information (e.g. change of e-mail address), you may contact us via e-mail at: [Admin8259@greencloaks.com](mailto:Admin8259@greencloaks.com).**