

# Privacy Policy

Thank you for visiting <https://ccrobinsonauthor.com>. You arrived at this Privacy Policy from one of the above sites, referred to herein as “this web site”.

This Privacy Policy is subject to change by CC Robinson, Manifold Publishing, or any other their designates (hereinafter “Company”) at any time and at our discretion without notice by updating this posting.

We understand the importance that Internet users place on privacy, and this Privacy Policy describes how we use personal information that is collected on our websites.

Please read this Privacy Policy before using this web site or submitting any personal information.

By using this web site, you accept the privacy practices contained in this Privacy Policy. You are encouraged to review the Privacy Policy whenever you visit the web site to make sure you understand how any personal information you provide will be used.

We take children’s privacy very seriously. Our Terms of Use only allows this web site to be accessed by persons eighteen (18) years or older. Due to the age restrictions of this web site, none of the information obtained by this web site falls within the Child Online Privacy Act (COPA). However, if your minor child has provided us with personally identifiable information, you may contact us at the email address [info@ccrobinsonauthor.com](mailto:info@ccrobinsonauthor.com) if you want this information deleted from our records. We will then make reasonable efforts to remove your child’s information from the database that stores the information.

This privacy notice discloses the privacy practices for [ccrobinsonauthor.com](https://ccrobinsonauthor.com). This privacy notice applies solely to information collected by this web site.

- What personal information is collected from you through the web site, how it is used and with whom it may be shared.
- What choices are available to you regarding the use of your data.
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.
- Our commitment to Data Security.
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## **Information Collection, Use, and Sharing**

CC Robinson dba Manifold Publishing, LLC is the sole owner of the information collected on this site. We only have 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.

## **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 us via the email address given on our website or the bottom of our email communications:

- See what data we have about you, if any. (It has to be provided to us)
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.
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## **Information We Collect**

### 1. Personally Identifiable Information

In order to serve our customers, we collect personally identifiable information, like names, addresses, phone numbers, email addresses, and sometimes credit card information when such information is voluntarily submitted by our visitors. This info is generally collected when you purchase a product. We do not ever randomly collect credit card or addresses. We will only use your personal information for the following purposes: (1) to deliver the products and/or services to you that you have requested; (2) to validate your compliance with the terms and conditions; (3) for content improvement and feedback purposes; and (4) to reach you, when necessary, regarding your use of the web site or product(s).

We may disclose personally identifiable information collected if we have received your permission beforehand (such as to fulfill a third-party order) or in very special circumstances, such as when we believe that such disclosure is required by law or for other special cases described below.

We may also periodically conduct surveys of our subscribers and customers from time to time so we can improve on the products and services that we provide. By permitting us to collect this information, you will be able to receive information on products and services that may be of interest to you, including related third-party offers that we may send to you. You also enable us to personalize your experience so that we can provide you with the highest quality of service. We may also use this information to contact you about joint venture opportunities if it appears that you would be a suitable joint venture partner.

By submitting your email address on this web site, you agree to receive emails from [info@ccrobinsonauthor.com](mailto:info@ccrobinsonauthor.com). You can cancel your participation in any of these email lists at any time by clicking the opt-out link or other unsubscribe option that

is included in the respective email. We only send emails to people who have authorized us to contact them, either directly, or through a third party. We do not send unsolicited commercial emails, because we hate spam as much as you do. By submitting your email address, you also agree to allow us to use your email address for custom audience targeting on sites like Facebook, where we display custom advertising to specific people who have opted-in to receive communications from us.

In addition, you agree that by submitting your telephone contact information on this web site and/or registering to receive the product and/or service offered herein, such act constitutes a purchase, an inquiry, and/or an application for the purposes of the Amended Telemarketing Sales Rule (ATSR), 16 CFR '310 et seq. and any applicable state and local "do not call" regulations. We retain the right to contact you via telemarketing in accordance with the ATSR and the applicable state regulations.

#### 1. Non-Personally Identifiable Information

We also may collect various types of non-personally identifiable information to help make your experience more enjoyable, measure site activity to identify future improvements that should be made, and compile aggregate data to help serve site visitors better. For example, we may use such data to tailor our advertisements, develop proper survey questions, improve our business, etc.

As another example, we may use session and persistent "cookies," session logs, web beacons, GIF/pixel tags, banner ads, third-party click tracking analytics tools (such as Google Analytics and Facebook ads), third-party retargeting networks that may display our advertisements to you on other sites that you visit, and third-party networks that serve user-requested emails (e.g., for a refer-a-friend email) to collect non-personally identifiable or other aggregated information about site visitors.

Cookies are text files that are used by your computer's web browser to store your preferences, and enable us to enhance your user experience with our website.

Emails or newsletters that we send electronically may use techniques such as web beacons or pixel tags to gather email metrics and information to improve the reader's experience, such as the number of emails that are opened, whether they were forwarded or printed, the type of device from which they were opened, and the location (e.g. city, state, and county) associated with the applicable IP address.

If you visit this site with an open ID (such as Facebook), you may also be sharing and integrating data with third-party social media sites, and we may track aggregate data about the number of visits to this site with an open ID, the number of items "liked" on this site, or items on this site that you choose to share with a third-party social media site.

Other parties such as advertising partners and analytics companies may also be collecting information about your online activity across various websites over time. The information collected by those third parties may include identifiers that allow those third parties to tailor the ads that they serve to your computer or other device.

Because there is not yet a common understanding of how to interpret web browser-based "Do Not Track" signals other than cookies, we do not currently respond to "Do Not Track" signals that are undefined.

Please note that you do have the option to configure most web browsers to NOT accept cookies. However, be aware that disabling cookies may keep you from having access to some functions or services on our web site or the web-hosted software that runs on the website.

### **Third Party Actions**

We do not control and are not liable for the actions of any third parties who we may promote. We try to work with quality companies, but have no control over the actions of those third parties. While we are not liable for any of the actions of those third parties, you should feel free to give us feedback from time to time on your experiences with any third parties to whom we work to enhance our future service to all customers.

### **Cookies**

We may use cookies to deliver content that is specific to your interests. Cookies are text files that are used by your computer's web browser to store your preferences, and enable me to enhance your user experience with our website.

### **IP Addresses**

We may use your IP address to help prevent fraud, to help diagnose problems with our server, to gather broad demographic information, and to offer you products and services.

### **Commitment to Data Security**

All information collected from you is stored in a technically and physically secure environment. We use SSL encryption to protect sensitive information online, and we do everything we can to protect user information offline. Unfortunately, no transmission over the Internet can be guaranteed to be 100% secure. As a result, while we take reasonable measures to protect your information, we cannot ensure or warrant the security of the information that you transmit to us, and you do so at your own risk.

If you have any questions about any of this, you may email us at [info@ccrobinsonauthor.com](mailto:info@ccrobinsonauthor.com)