

## Privacy Policy

This Privacy Policy explains how Carey Group Publishing, LLC and The Carey Group, Inc. (together, the “Carey Group,” “we,” or “us”) collects, uses, stores, shares and protect your personal information. “You” and “users” mean all visitors to our websites [careygrouppublishing.com](http://careygrouppublishing.com), [cgptools.com](http://cgptools.com) and [thecareygroup.com](http://thecareygroup.com) and users of the Services (as defined in our End User Agreement (“EUA”), whose terms are incorporated by reference herein), regardless of how you access or use them. However, the privacy of all interactions with criminal and juvenile justice clients including the use of our Services, is ultimately governed by the rules and regulations set by the applicable department or agency.

We offer you the ability to access our Services through any Device via our websites. The provisions of this Privacy Policy apply to all such access and use of such Devices. By using our Services or accessing our websites, you expressly consent to our collection, use, disclosure, and retention of your personal information as described in this Privacy Policy and in our EUA.

### 1. Collection of Your Information

We collect two (2) types of information about you through our Services and websites: (1) information you provide to us while using our Services or websites (described below under “Information You Provide to Us”) and (2) information collected automatically as a result of your use of our Services or websites (described below under “Information Collected Automatically”).

#### *Information You Provide to Us*

You may choose voluntarily to provide certain personal information to us depending on which of our Services you use. This information may include:

- Contact information for yourself or others that you provide such as: name, telephone number or email address;
- Credit/Debit card information used to purchase as of our products or Services, including any mailing address associated with any such information (provided that any such information is handled and/or stored exclusively by PayPal, Inc. and not by us);
- Log-in username and password which you provide in order to access our Services;
- Correspondence with customer support such as email, regular mail and conversations over the phone; and
- Information and comments you post on a blog, forum, or social media site associated with our Services.

### ***Information Collected Automatically***

Like most web-based services, we may automatically collect information from your browser or your Device when you use our Services. For example, this could include the frequency and duration of your visits to our websites. We do not combine automatically-collected information with personal information. If ever in the future we do combine any automatically-collected information with personal information, we will treat the combined information as personal information, and it will be protected by the terms hereof.

### **Cookies and Other Information**

Like many websites, our websites use cookies and other tracking tools for a variety of purposes, including to improve your visits to our websites. Cookies are pieces of information that are transferred to the hard drive on your computer or other electronic device for record-keeping purposes. These cookies or similar technologies may identify your browser, device, Internet Protocol (IP) address, unique device identifier, device attributes, location, and language. Ultimately, these cookies and similar technologies allow websites to remember important information that will make your use of the website more convenient.

We use these technologies to analyze trends, gather demographic information about our users, track your movements around the websites, see how much time you spend on the websites, administer the websites, tailor the websites for you, and to help the websites work better for you – for example, by remembering your preferences.

You may configure the options available in your web browser settings to notify you when you receive a cookie or you may change your cookie preferences in your internet browser or with third parties. You can control and/or delete cookies used by our websites at any time. For instructions on how to delete cookies using your particular internet browser, visit [www.aboutcookies.org](http://www.aboutcookies.org). You can delete all existing cookies on your computer and adjust settings for most browsers to prevent cookies from being received. Please note that if you disable cookies, some content on our websites may not function properly.

[Careygrouppublishing.com](http://Careygrouppublishing.com) uses third party cookies and tools from 1Shopping Cart and PayPal.

### **How We Respond To Do Not Track Signals**

Currently, various browsers—including Internet Explorer, Firefox, and Safari —offer a “Do Not Track” or “DNT” option that relies on a technology known as a DNT header, which sends a signal to websites visited by the user about the user’s browser DNT preference setting. Please note that at this time we do not honor “DNT” signals or other mechanisms that may allow you to opt-out of the collection of information across networks of websites and online services as there is no standard for how online services should respond to such signals. As standards

develop, we may develop policies for responding to DNT signals that we would describe in this notice in the future. For more information on DNT, please visit [www.allaboutdnt.org](http://www.allaboutdnt.org).

## **2. Use of Your Information**

In general, we collect and use your information to provide the Services you have requested. We use your personal information in the following ways:

- to facilitate the creation of and secure your account;
- to identify you as a user in our system and to otherwise administer and operate our Services;
- to improve the quality of experience when you interact with our Services;
- to send you administrative email notifications, such as security or support and maintenance advisories;
- to deliver customized or personalized content, information, or advertising;
- to respond to your inquiries and other requests; and
- to send newsletters, surveys, offers, and other promotional materials related to our Services and to monitor the effectiveness of our marketing programs.

## **3. Disclosure of Your Information**

We disclose your information as described below and as described elsewhere in this policy.

- **Third Parties Designated by You.** When you use our Services, the personal information you provide will be shared with third parties that you designate to receive such information.
- **Third Party Service Providers.** We may share your personal information with third party service providers in order to: provide you our Services; to conduct quality assurance testing; to facilitate the creation of accounts; to provide account authentication and user verification services; and to provide technical support. Any third parties are required to adhere to the same level of security and privacy controls as we employ.
- **Affiliates.** We may share some or all of your personal information with any person or entity that is affiliated with us (i.e., that controls, is controlled by or is under common control with us) (“Affiliates”), in which case we will require our Affiliates to honor this notice.
- **Corporate Restructuring.** We may share some or all of your personal information in connection with or during negotiation of any merger, financing, acquisition, corporate

divestiture, dissolution transaction, or other proceeding involving the sale, transfer, divestiture or disclosure of all or a portion of our business or assets. In the event of an insolvency, bankruptcy, or receivership, your personal information may also be transferred as a business asset.

- **Other Disclosures.** Regardless of the choices you make regarding your personal information (as described below), we may disclose personal information, if we believe in good faith that such disclosure is necessary as follows: (a) to comply with relevant laws or to respond to subpoenas or warrants served on us; (b) in connection with any legal investigation; (c) to protect or defend our rights or property or users of our Services; (d) to investigate or assist in preventing any violation or potential violation of law or this Privacy Policy (including, for the avoidance of doubt, the EUA; and/or (e) if we believe that an emergency involving the danger of death or serious physical injury to any person requires or justifies disclosure of information.

- **Disclosures Via Blogs, Forums, Or Social Media Websites.** If you make any comments on a blog, forum, or social media website associated with our websites, you should be aware that any personal information you submit there can be read, collected, or used by other users of the forums, and could be used to send you unsolicited messages. We are not responsible for the personal information that you choose to submit in these blogs, forums, or social media websites.

#### **4. Security and Retention of Your Information**

- We store and process your information on computers, in facilities and in servers, located exclusively in the United States.

- We use reasonable administrative, technical, and physical safeguards designed to reduce the risks of loss, interception, misuse, unauthorized access, disclosure and/or alteration of your information. Some of the security safeguards we use are firewalls and data encryption, physical access controls to our data centers, and information access authorization controls.

- We make good faith efforts to maintain the security of your information. Although we work hard to ensure the integrity and security of our systems, please note that no information system can be 100% secure, and we cannot guarantee the security of that information. Outages, attacks, human error, system failure, unauthorized use, or other factors may compromise the security of user information at any time.

- We abide by all local and national laws with regard to the use of information, and expressly prohibit use of said information for any illegal or otherwise inappropriate conduct.

- Additionally, we will keep your information for only as long as it is needed to provide our Services or meet legal obligations. If your information is no longer needed, we will destroy it quickly and responsibly. In the case that we release you as a client, six (6) months after the

date of such release, we will have no further obligation to retain your information unless you request a reasonably longer retention period by emailing us such request at [insert email].

- Any user with an account to use our Services may make any changes to their account information and contact preferences at any time by logging into their account and going to the 'My Account' page on [cgptools.com](http://cgptools.com).

## **5. Marketing**

- We do not sell or rent your personal information to third parties.
- We may call, text, mail or email you with helpful information, updates or promotional offers.
- We may use third party suppliers to market to you. Pixel tags and cookies may be used in digital messaging and on our website to help us measure effectiveness, site usage, and to enable us to provide more focused and subsequent marketing communications to you.
- You can opt-out of receiving marketing communications from us at any time by contacting Customer Service at [support@careygrouppublishing.com](mailto:support@careygrouppublishing.com).
- From time to time, we may use your personal information to send important notices, such as communications changes to our terms, conditions, and policies. Due to the fact that this information is important to your use of our Services, you may not opt-out of receiving these forms of communications.

## **6. Children's Privacy**

Our websites, Services and tools are for general audiences and are not intended for children under the age of thirteen (13). We do not knowingly collect personal information from users in this age group from any source. If we become aware that a child under 13 has provided us with personal information through our Services, then we will delete this information from our files. If you are the parent or legal guardian of a child under 13 who you believe has provided personal information to us through our Services, please contact us at the following e-mail address: [support@careygrouppublishing.com](mailto:support@careygrouppublishing.com).

## **7. External Links**

Our websites may contain links to other sites and if you decide to follow those links, we will not be responsible for the privacy practices or the content of those websites.

## **8. Changes to this Privacy Policy**

We may amend this Privacy Policy at any time by posting a revised version on our websites and/or notifying you of any such amendment via e-mail. The revised version will be effective at the time we post it or, if applicable, upon your receipt of any such email.

## **9. Conditions of Use, Notices, and Revisions**

If you choose to use our websites, Services and/or tools, your use thereof and any dispute over privacy is subject to terms and conditions outlined herein and in the EUA, including limitations on damages, resolution disputes, and application of the law.

## **10. Your Options**

- If you no longer wish to receive marketing communications from us, email us at [support@careygrouppublishing.com](mailto:support@careygrouppublishing.com). However, we still may contact you regarding any transactional or legal matter.
- If you no longer wish to use our services, email us at [support@careygrouppublishing.com](mailto:support@careygrouppublishing.com).
- If you have questions about this Privacy Policy, our information practices, the EUA or your dealings with us, write us at [support@careygrouppublishing.com](mailto:support@careygrouppublishing.com).