

# FRONT PAGE PUBLISHERS

## PRIVACY POLICY

This privacy policy applies to [www.Frontpagepublishers.com](http://www.Frontpagepublishers.com) owned and operated by [Frontpagepublishing.com](http://Frontpagepublishing.com) . This privacy policy describes how Frontpagepublishers.com collects and uses the personally identifiable information you provide on our web site: [www.Frontpagepublishers.com](http://www.Frontpagepublishers.com). It also describes the choices available to you regarding our use of your personally identifiable information and how you can access and update this information.

Frontpagepublishers.com respects your privacy. As we develop our online presence, we will revise our Privacy Policy to reflect our practices and to meet any legislative or other requirements. The terms of this Privacy Policy form part of and should be read in conjunction with the Terms of Use and Licenses which govern this Website.

### **Collection of personally identifiable information**

[Frontpagepublishing.com](http://Frontpagepublishing.com) is the sole owner of the information collected on [Frontpagepublishers.com](http://Frontpagepublishers.com). Frontpagepublishers.com collects personally identifiable information from our users at several different points on our Web site.

If you purchase a product or service from us, we request certain personally identifiable information from you on our order form. You must provide contact information (such as name, email, and billing address) and financial information (such as credit card number, expiration date).

We use this information for billing purposes and to fill your orders. If we have trouble processing an order, we will use this information to contact you.

After registering an account with us, you will receive an email containing a welcome message and your login details. After successfully completing a purchase, you will receive an email invoice of your order.

If you purchase a gift certificate from us, we will ask you for the name and email address of the recipient in order to fulfill the purchase request. The information is not used for any other purpose.

[Frontpagepublishers.com](http://Frontpagepublishers.com) will collect information generated by its web servers for the purpose of assessing the technical performance of its systems and to enhance service levels.

From time to time, we may also request and you may choose to provide us with personally identifiable information through the use of the Website or through email addresses available from our Website.

If you do not provide us with the personally identifiable information that we request, we may not be able to properly assess your request for service and the level of service we can provide you may be reduced to the extent that you do not provide us with relevant information.

We will not collect sensitive information about you from anyone else without your consent.

### **Use and Disclosure of Information**

We will use personally identifiable information you provide to us for the purpose of providing you with the service or product that you have requested. We do not share personally identifiable information with third parties.

We will not sell, rent, trade, share, reveal or disclose any of your personally identifiable information, unless

- you have specifically requested that we do so;
- we deem it necessary to provide you with services you have requested;
- required to disclose personal data in response to lawful requests by public authorities
- as required by law, such as to comply with a subpoena, bankruptcy proceedings, or similar legal process;

- our terms and conditions state that we will;
- when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request; or
- We have reason to suspect that unlawful activity has been, is being or may be engaged in and the use or disclosure of your personally identifiable information is a necessary part of our investigation of the matter or in reporting our concerns to relevant persons or authorities.

We may provide aggregate information and statistics about

[Frontpagepublishers.com/s](http://Frontpagepublishers.com/s) customers, sales traffic patterns and related site

information to third parties but these statistics will not include individual

personally identifiable information. We use a credit card processing company to

bill you for goods and services. These companies do not retain, share, store or use

personally identifiable information for any other purposes.

We may provide your personal information to companies that provide services to

help us with our business activities such as shipping your order or offering

customer service. These companies are authorized to use your personal

information only as necessary to provide these services to us.

We may use your contact information to send you information about our Services, to market to you, and to help prevent spam, fraud or abuse. You may use your settings for email and mobile notifications to control notifications you receive from us. You may also unsubscribe from a notification by following the instructions contained within the notification or the instructions on our website.

### **Tracking Technologies**

We [Frontpagepublishers.com](https://www.frontpagepublishers.com) and our affiliates, or analytics use technologies such as cookies, beacons, tags, and scripts, to analyze trends, administer the website, tracking users' movements around the website, and to gather demographic information about our user base as a whole. We may receive reports based on the use of these technologies by these companies on an individual and aggregated basis.

We use cookies to improve the functionality of its site and to support all browsers. [Frontpagepublishers.com](https://www.frontpagepublishers.com) uses cookies to assess the performance of the Website and to confirm your preferences and for user authentication. Users can control the use of cookies at the individual browser level. If you reject cookies, you may still use our website, but your ability to use some features or areas of our website may be limited.

We use Local Storage, such as HTML5, to store content information and preferences. Various browsers may offer their own management tools for removing HTML5.

We partner with a third party to either display advertising on our website or to manage our advertising on other sites. Our third party partner may use technologies such as cookies to gather information about your activities on this website and other sites in order to provide you advertising based upon your browsing activities and interests.

### **Analytics/Log files**

As is true of most web sites, we gather certain information automatically and store it in log files. This information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and clickstream data.

We use this information, which does not identify individual users, to analyze trends, to administer the site, to track users' movements around the site and to gather demographic information about our user base as a whole.

We do not link this automatically-collected data to personally identifiable information.

## Access to Personally Identifiable Information

Upon request Frontpagepublishers.com Pty Limited will provide you with information about whether we hold any of your personal information. If your personally identifiable information changes, or if you no longer desire our service, you may update, delete/remove it by logging in to your account or by emailing Customer Support at [contact@frontpagepublishing.com](mailto:contact@frontpagepublishing.com) or by contacting us by telephone or postal mail at the contact information listed below. We will respond to your request within a reasonable timeframe.

We will retain your information for as long as your account is active or as needed to provide you services. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

## Choice/Opt Out

We provide you the opportunity to "opt-out" of having your personally identifiable information used for certain purposes, when we ask for this information. For example, if you create an account but do not wish to receive any additional marketing/promotional material from us, you can indicate your preference on our registration form. Customers may not opt-out of purchase invoices and confirmation emails as these are obligatory.

If you sign up for our email alerts, notifying you of new book releases, and you no longer wish to receive our alerts and promotional communications, you may opt-out of receiving them by following the instructions included in each newsletter or communication or by emailing us at [contact@frontpagepublishing.com](mailto:contact@frontpagepublishing.com).

You will be notified when your personally identifiable information is collected by any third party that is not our agent/service provider, so you can make an informed choice as to whether or not to share your information with that party.

### **Data Security**

Frontpagepublishers.com takes your privacy and the privacy of all its customers very seriously. We follow generally accepted standards to protect the personal information submitted to us, both during transmission and once it is received.

If you have any concerns about your privacy and the use of the Website or any of [Frontpagepublishers.com's](http://Frontpagepublishers.com) services or products, please

contact [contact@frontpagepublishing.com](mailto:contact@frontpagepublishing.com). We will respond to your request to access 30 days.

You may request that we provide you with a copy of the personally identifiable information collected by us from your use of the Website or through your dealings



with us. You may make this request by contact us through our Online Support Form and providing the requested details.

### **E-commerce Transactions**

If you choose to purchase a product or service from Frontpagepublishers.com online, [Frontpagepublishers.com](https://www.frontpagepublishers.com) only stores enough information concerning your transaction as to permit it to verify your instructions and reconcile payment information from its merchant clearance system.

We process online payments through Stripe (for credit and debit card purchases) and PayPal, who can be contacted here:

<https://www.paypal.com>

<https://www.stripe.com>

[Frontpagepublishers.com](https://www.frontpagepublishers.com) does not store your credit card number, CVV code or card expiry date.

### **Tell-a-Friend**

If you choose to use our referral service to tell a friend about our site, we will ask you for your friend's name and email address. We will automatically send your friend a one-time email inviting him or her to visit the site.

[Frontpagepublishers.com](https://www.frontpagepublishers.com) does not store this information.