



ACCESS AND ORGANIZE ALL YOUR DATA. FAST.

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## SECONDLOOK SOLUTIONS PRIVACY NOTICE.

*Last updated: May 15, 2011*

**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.

**The Information We Collect.** This notice applies to all information collected or submitted on the [www.secondlooksolutions.com](http://www.secondlooksolutions.com) site. On some pages, you may be able to order products, make requests, and register to receive materials. The types of personal information collected at these pages are:

Name  
Address  
Email address  
Phone number

**How We Use Information.** We never sell or rent your personal information. Unless you otherwise consent, we will use your personal information only for the purpose for which it is submitted, such as to reply to your emails, handle your questions or concerns, and process billing and business requests related to program participation, and we will use such information to provide operational notices, and in program record-keeping. At certain points where personal information is collected on our site, there may be a box where you may indicate you would like to be on a mailing list to receive information about other services.

We may also release personal information under the following circumstances:

1. Where release is required by law (for example, a subpoena) or regulation or is requested by a government agency;
2. Where our records indicate a company may be engaged in fraudulent activity or other deceptive practices that a governmental agency should be made aware of;
3. To appropriate persons, where your communication suggests possible harm to others.

**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.

**Our Commitment To Children's Privacy.** Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

**How To Access Or Correct Your Information.** You can access all your personally identifiable information that we collect online and maintain by contacting SecondLook Solutions—see below for contact information. 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.

**Computer Tracking and Cookies.** Our web sites are not set up to track, collect or distribute personal information not entered by visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our sites. This information is used for internal purposes by technical support staff to provide better services to the public and may also be provided to others, but again, the statistics contain no personal information and cannot be used to gather such information. No personal information is collected. A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. [www.secondlooksolutions.com](http://www.secondlooksolutions.com) uses non-identifying cookies to provide easier site navigation and access to forms. You can still use the [www.secondlooksolutions.com](http://www.secondlooksolutions.com) if your browser is set to reject cookies. Our cookies do not generate personal data, do not read personal data from your machine and are never tied to anything that could be used to identify you.

**How To Contact Us.** Should you have other questions or concerns about these privacy policies, please call us at (516) 596-8711, fax us at (516) 825-0437, or use our [Contact](#) form to send us an email.