

## **Privacy Policy**

For purposes of this Privacy Policy, the terms "we," "us," "our" and "THE BRANCH." refer to THE BRANCH of San Marcos, CA. The terms. "you" and "your" refers to you, as a user of THE BRANCH website. The Privacy Policy below governs any information you provide on this site.

This Privacy Policy describes:

- Overview;
- Personal Information that THE BRANCH May Collect Online;
- How THE BRANCH uses Personal Information Collected Online;
- How Your Information May Be Shared;
- How You Can Help Us Keep Your Personal Information Accurate;
- Computer Tracking and Cookies; and
- Problems or Complaints with this Privacy Policy.

### **Overview**

By using THE BRANCH website, you expressly consent to our collection and use and disclosure of your personal information in the manner described in this Privacy Policy.

Physical, electronic and managerial procedures have been employed to safeguard the security and integrity of your personal information. Billing information is encrypted whenever transmitted or received online. Personal information is accessible only by THE BRANCH staff designated to handle online requests. THE BRANCH agents and contractors with access to personal information obtained on THE BRANCH web sites are also bound to adhere to this policy.

### **Personal Information that THE BRANCH May Collect Online**

THE BRANCH collects the following types of personal information: names, postal and e-mail addresses, phone and facsimile numbers, billing information, and other information. THE BRANCH may also collect business information from sole proprietorships that apply for membership or program participation, some of which might constitute personal information, as well as personal information from individuals acting solely in their business capacity. THE BRANCH does not collect or maintain information from those actually known to be under the age of 18, and no part of our site is structured to attract anyone under the age of 18.

### **How THE BRANCH May Use Personal Information Collected Online**

Unless you consent, THE BRANCH will use your personal information only for the purpose for which it was submitted such as to reply to inquiries, process billing and business related requests, and we will use such information to provide notices, in program recordkeeping and to conduct research on industry marketplace practices.

### **How Your Information May Be Shared**

We are the sole owners 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. 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 an order. Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

It is also possible that a request or inquiry will be more appropriately handled by another THE BRANCH employee or contractor, in which case the request or inquiry will be transferred to the appropriate THE BRANCH personnel. By sending us a request or inquiry, you are allowing us to forward your information

to the proper business or individual, if necessary. Without submission of the requested information, THE BRANCH will not be able to share your information and process your inquiry. Just as in any research we may do, THE BRANCH will not result in the reporting or publication of any personal information. THE BRANCH never sells or rents personal information.

We will also release personal information under the following circumstances:

Where release is required by law (for example, a subpoena) or regulation, or is requested by a government agency conducting investigations or proceedings;

Where our records indicate THE BRANCH may be engaged in fraudulent activity or other deceptive practices that a governmental agency should be made aware of;

Or To appropriate persons, where your communication suggests possible harm to others.

### **Computer Tracking and Cookies**

Our website is not set up to track, collect or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. 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.

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. THE BRANCH uses non-identifying cookies to provide easier site navigation and access to forms. You can still use THE BRANCH site 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.

### **Problems**

If you have a complaint about THE BRANCH's compliance with this privacy policy, you may contact us at [thebranch@sbcglobal.net](mailto:thebranch@sbcglobal.net).