# **Notice of Privacy Policy**

#### Updated: 7/23/2019

This notice, of our Privacy Policy, is used to inform you of our policies with regards to the collection, use, and disclosure of personal information of anyone willingly choosing to use our services on this or any of Shinja LLC's websites.

If you choose to use our website and online services, then you agree to the collection and use of information in relation to this policy. Any personal information that we collect is used to provide the services available on this website. We will not use or share your information with anyone except as described in this Privacy Policy.

We are the sole owners of the information collected on this website and we do not sell or rent this information to anyone. We only have access to or collect, information that you voluntarily give us via email, registration, order placement, or any other direct contact from you.

We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, include you in our directory, provide technical support or contact you as outlined in this policy.

We may use your information to contact you when performing the service you requested or to respond to you when contacting us. In addition, we may contact you through email, to inform you of new services, or changes to this Privacy Policy, unless you ask us not to.

### Your Access to and Control Over Information:

You may do the following at any time by contacting us through the contact methods provided on our website:

- You may opt out of any future contacts from us at any time.
- Request to see what data we have about you, if any.
- Change and/or correct any data we have about you.
- Instruct us to delete any data we have about you.
- Express any concern you have about our use of your data.

#### **Orders:**

We request information from you on our order form. To use our services, you must provide contact information, such as name and address. This information is used to fulfill your order as well as contact you in the event that it is required to fulfill your order or request.

During order placement and checkout, you will be given the option to log in to your user account. If you do not currently have a user account, you will have the option to create one by registering your information with our website.

#### **Registration:**

You may choose to register on this website. Registration may not be required, but if you do register to create an account, you will first complete the registration form. During registration a user is required to give certain information such as name, address and email address. This information may used to fulfill our services.

#### **Cookies:**

We use "cookies" on this website. A cookie is a piece of data stored on a visitor's hard drive to help us improve your access to our site. If, during login to a user account, there is an option to "stay logged in", a cookie is used to recognize you when you return to our website. For instance, when we use this cookie to identify you, you would not have to enter your password more than once, thereby saving time while on our website. We do not use cookies to track a user's activities other than to facilitate the necessary process of providing you access to your data or collecting your information during checkout so that it may be passed to our third party payment processing service, such as PayPal.

Some of our business partners, such as PayPal, may use cookies to authorize and process your payment. However, we have no access to, or control over these cookies other than confirmation that the payment was successful.

#### Security:

We take precautions to protect your information. When you submit sensitive information through this website, your information is protected both online and offline.

Wherever we collect personal information, that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the web page.

We value your trust in providing us your personal information, and we strive to use commercially acceptable means of protecting it. No method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security.

#### Sharing:

Currently we do not share aggregated demographic information with any advertisers. If this were to change, you will be given notice via our Privacy Policy in the form of an update.

If we partner with another party to provide specific services, and a user signs up for these services, we may share names and other contact information with the third party for the sole purpose of providing these services.

We use outside payment processing services such as PayPal and other credit card processing companies to complete the payment of your order. We do not collect any payment information ourselves, such as credit card numbers or bank account numbers on our website. During checkout, payment is either completed at PayPal within their secure environment, or it is completed on this website within a secure frame controlled by PayPal. We do not see your

financial information, nor do we store your financial information other than the last 4 digits of a credit card number (if using a credit card), or the associated email address (if using a PayPal account), which PayPal provides to us for reference and your reference in the confirmation email we send you upon completion of your order.

# Links:

This website may contain links to other sites. Please be aware that we are not responsible for the content or privacy practices of other websites. We encourage our users to be aware when they leave our website and to read the privacy statements of any other site that collects personally identifiable information.

# **Surveys & Contests:**

From time-to-time our site may request information through surveys or contests. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate. Information requested may include contact information (such as name and address), and demographic information (such as age). Contest information may be used to notify participants and award prizes. Survey information may be used for purposes of monitoring or improving the use and satisfaction of this website.

# Log Data:

Whenever you visit our website, we collect information that your browser sends to us called Log Data. This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser version, pages of our website that you visit, the time and date of your visit, the time spent on those pages, and other statistics. This Log Data does not include any personal information such as your name or address.

### **Service Providers:**

We employ third-party companies and individuals for the following reasons:

- To host and maintain service to our website.
- To create, develop and maintain the servers, webpages and email accounts necessary to operate this website and our services.
- To assist us in analyzing how our website is used.

We want to inform our users that these third parties have access to your personal information for the sole purpose of performing the tasks assigned to them on our behalf. They are obligated not to disclose or use the information for any other purpose.

### **Children's Privacy:**

Our website's services are not directed at anyone under the age of 13. We do not knowingly collect personal identifiable information from children under the age of 13. In the case that we discover a child under the age of 13 has provided us with personal information, we immediately delete this information from our servers. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we will be able to take necessary actions to remove and discard this information.

# **Changes to This Privacy Policy:**

We may update our Privacy Policy from time to time. We advise you to review this page periodically for any changes. We will notify you of any changes by posting the updated Privacy Policy on this website. These changes are effective immediately after they are posted.

# If you feel we are not abiding by this Privacy Policy, please contact us immediately via the contact information provided on our website.