



Privacy Policy

Last modified: 03.21.09

BizCom Web Services, Inc. recognizes that user privacy is very important. This Privacy Policy applies to all of the products, services and websites offered by BizCom Web Services, Inc.

If you have any questions about this Privacy Policy, please feel free to write to us at

*Privacy Office
Attention: Privacy Officer
BizCom Web Services, Inc.
5711 Six Forks Road, Suite 207
Raleigh, NC, 27609*

PRIVACY DISCLOSURES

Information Collection & Use

Registration

Some portions of our web site are interactive. In order to use interactive portions of this web site, you must first complete the registration form and/or create a user name and password. During registration you are required to provide contact information (such as name and email address). We use this information to contact you about the services on our site in which you have expressed interest.

You have the option to provide demographic information to us; we encourage you to submit this information so we can provide you with more personalized service.

BizCom Web Services, Inc is the sole owner of the information collected on the BizComWeb.com website. We will never share, sell or trade information with any one for any reason.

Orders

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 company name) 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.



Communications from the Site

Special Offers and Updates

We will occasionally send you information on products, services, special deals, and/ or promotions.

Out of respect for your privacy, we present the option not to receive these types of communications. Please see the "Choice and Opt-out."

Service-related Announcements

We will send you strictly service-related announcements on rare occasions when it is necessary to do so. For instance, if our service is temporarily suspended for maintenance, we might send you an email.

You may not opt-out of these communications, which are not promotional in nature. If you do not wish to receive them, you have the option to deactivate your account.

Customer Service

Based upon the personally identifiable information you provide us, we will send you a welcoming email to verify your username and password. We will also communicate with you in response to your inquiries, to provide the services you request, and to manage your account. We will communicate with you by email or telephone, according to your wishes.

Profile

We store information that we collect through cookies, log files, clear gifs, to create a "profile" of your preferences. We may tie your personally identifiable information, and your purchasing history, to information in the profile, in order to provide tailored promotions and marketing offers and to improve the content of the site for you.

We do not share your profile with other third parties unless you specifically subscribe to a service that is provided by a third party service provider, and then we only share enough information to activate your account.

Service Providers

From time to time we use other third parties to provide specialty services for our customers. When you sign up for these services, we will share only the specifically required information to allow that service to operate. Often the information required includes email address that will be used for login information.

These third parties are prohibited from using your personally identifiable information for any other purpose.

Legal Disclaimer

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order, or legal process served on our Web site



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 purchase a product/service but do not wish to receive any additional marketing material from us, you can indicate your preference on our order form.

If you no longer wish to receive our promotional communications, you may opt-out of receiving them by following the instructions included in each communication or by contacting us at:

BizCom Web Services, Inc.
5711 Six Forks Road, Suite 207
Raleigh, NC, 27609
Phone: 919-855-8399
Fax: 919-855-8856
sales@bizcomweb.com
<http://www.bizcomweb.com/contact.asp>

Log Files

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 click-stream 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 use a third-party tracking services that uses cookies [log files] to track non-personally identifiable information about visitors aggregate usage and volume statistics.

Cookies

A cookie is a small text file that is stored on a user's computer for record-keeping purposes. We use session ID cookies and/or persistent cookies on this site.

We use session cookies to make it easier for you to navigate our site. A session ID cookie expires when you close your browser. Persistent cookies can be set to store your passwords, so you don't have to enter it more than once. Persistent cookies also enable us to track and target the interests of our users to enhance the experience on our site. A persistent cookie remains on your hard drive for an extended period of time. You can remove persistent cookies by following directions provided in your Internet browser's "help" file. For more information on cookies <http://www.webopedia.com/TERM/c/cookie.html>

If you reject cookies, you may still use our site, but your ability to use some areas of our site, such as surveys or support tickets, will be limited.

At this time we do not allow third parties to use cookies on our site.



Third Party Advertisers

We currently do not accept any third party advertising on the site.

Links to Other Sites

This Web site contains links to other sites that are not owned or controlled by BizCom Web Services, Inc. You should be aware that BizCom Web Services, Inc. is not responsible for the privacy practices of other sites.

We encourage you when you leave our site to read the privacy statements of each and every Web site that collects personally identifiable information.

This privacy statement applies only to information collected by this Web site or other sites directly controlled by BizCom Web Services, Inc.

Access to Personally Identifiable Information

If your personally identifiable information changes, or if you no longer desire our service, you may update or deactivate it by making the change on the control panel page for the service that you subscribe to, or by emailing our Customer Support at sales@bizcomweb.com, or by contacting us by telephone or postal mail at the contact information listed below.

Security

The security of your personal information is important to us. When you enter sensitive information (such as credit card number) on our registration or order forms, we encrypt that information using secure socket layer technology (SSL). To learn more about SSL, follow this link

<http://www.webopedia.com/TERM/S/SSL.html>.

We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is 100% secure. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

If you have any questions about security on our Web site, you can send email us at sales@bizcomweb.com.

Business Transitions

In the event BizCom Web Services goes through a business transition, such as a merger, acquisition by another company, or sale of all or a portion of its assets, your personally identifiable information will likely be among the assets transferred. You will be notified via email if your email address is on file or by a prominent notice on our Web site for period not less than 30 days of any such change in ownership or control of your personal information.



Changes in this Privacy Statement

We will post changes to this privacy statement, the homepage, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

We reserve the right to modify this privacy statement at any time. If we make material changes to this policy, we will notify you here, by email (if it was submitted to us), or by means of a notice on our home page.

Contact Us

If you have any questions or suggestions regarding our privacy policy, please contact us at:

Privacy Officer

BizCom Web Services, Inc.

5711 Six Forks Road, Suite 207

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Phone: 919-855-8399

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