

## **Privacy Policy**

**Your privacy is important to us, and we are committed to protecting your personal information. In this policy, we are letting you know about the ways we collect and use your information, so you can make an informed choice regarding whether you will visit this website.**

### **What Information Do We Collect?**

**We collect your name and email when you subscribe to our email newsletter. When you order a product on this site, we collect your name, email address, mailing address, phone number, and credit card information. If you pay for the product via PayPal, your credit card information and/or banking account information will be held by PayPal and we do not have access to those numbers.**

### **How Do We Use Your Information?**

**We use your name and email to send you periodic emails, including email newsletters and occasional business announcements and updates. If you buy a product, we use your mailing address to ship you the product, and your phone number to process your transaction. We may use your phone number and/or email to contact you about your order.**

**We use cookies to help us remember and process the items in your shopping cart, and to compile aggregate data about site traffic and site interaction, so we can optimize our website and create a better user experience for you.**

### **How Do You Unsubscribe?**

**If at any time you would like to unsubscribe from receiving future emails, we include the one-step unsubscribe instructions at the bottom of each email.**

### **How Do We Protect Your Information?**

**We use various security measures to maintain the safety of your personal information, including hosting your name and email using a password-protected, secure service, and using a secure payment processing system to process your transaction. This service keeps**

**your information confidential, will not sell or share your information, and will not contact you directly.**

**We will not trade, share, or sell your information to any other company, except that we do share your information with specific third parties who assist us in taking care of you (such as the email hosting service above). These third parties all agree to keep your information confidential. We will also release your information as required by law and if necessary to protect our legal rights and/or to comply with a judicial proceeding or court order.**

### **Other Legal Information**

**We do not collect any information from anyone under 13 years of age. This website, products and services are not directed to people who are under 13 years of age.**

**By using this site, you consent to the terms of this privacy policy.**

**If we decide to change this policy, we will post the changes on this page.**

**If there are any questions regarding this privacy policy, please direct them to: Carol Johnson, Office Manager, Bessette Studios LLC.**