

# KD Press

## Privacy Policy

Thank you for visiting [kdpress.com](http://kdpress.com) ("Keystone Digital Press"). Keystone is committed to providing our visitors with content and services characterized by outstanding quality and customer care. Because the Internet is an evolving medium, Keystone reserves the right to change this Privacy Policy. Please check for updates regularly. Your continued use of this site or any of the services offered herein following any such change will constitute your acceptance of all changes. In addition, by visiting our site, you agree that your visit, and any dispute over privacy, is governed by this Privacy Policy and our Terms of Use. Please read both carefully before using our site.

## 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 every page of our web site.

## The Information We Collect

We will request only the information we need in order to provide the highest level of service to you. On some pages of the web site, you can order products and services, make requests, and register to receive materials. The types of personal information collected at these pages include:

Name

Address

Phone number

Company Information/Profile

Email Address

Credit/Debit Card Information

Our web site utilizes cookies to log IP addresses and browser information for the purposes of system administration and user functionality. Logs may be analyzed to improve the value of the materials available on our website. While user sessions are tracked, users remain anonymous. We do not link IP addresses to any personally identifiable information.

## Email Contact

We have created this email privacy policy to demonstrate our firm commitment to your privacy and the protection of your information.

## Why did you receive an email from us?

If you received a mailing from us, (a) your email address is either listed with us as someone who has expressly shared this address for the purpose of receiving information in the future ("opt-in"), or (b) you have registered or purchased or otherwise have an existing relationship with us. We respect your time and attention by controlling the frequency of our mailings.

## How we Protect Your Privacy

We use security measures to protect against the loss, misuse and alteration of data used by our system.

## Sharing and Usage

We will never share, sell, or rent individual personal information with anyone without your advance permission or unless ordered by a court of law. Information submitted to us is only available to employees managing this information for purposes of contacting you or sending you emails based on your request for information and to contracted service providers for purposes of providing services relating to our communications with you.

## How can you Stop Receiving Email from us?

Each email sent contains an easy, automated way for you to cease receiving email from us, or to change your expressed interests. If you wish to do this, simply follow the instructions at the end of any email.

If you have received unwanted, unsolicited email sent via this system or purporting to be sent via this system, please forward a copy of that email with your comments to [customercare@kdpress.com](mailto:customercare@kdpress.com) for review.

## How We Use Information

We use the information you provide about yourself or someone else when placing an order or making a request only to the extent necessary to complete that order or request. From time to time, we may send information about our services to the email or mailing address provided by you. To be removed from receiving any mailings, you may contact our Customer Care department at [customercare@kdpress.com](mailto:customercare@kdpress.com) or 484-318-7017. We will not release personal information about you without your consent unless we think that such action is necessary to comply with the law or legal process or to protect the interests of Keystone or others.

## Web Linking

Keystone may link to other web sites. These sites may collect user or personal information. Since we do not control these sites we are not responsible or liable for the privacy practices or content of such sites.

## 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.

To better protect your privacy and security, your email address must match the email address used to establish your account. We use this procedure to better safeguard your information. If you have any questions you may contact our Customer Care by phone at 484-318-7017.

## How to Contact Us

Should you have any other questions or concerns about this privacy policy please call us at 484-318-7017 or send us an email to [customercare@kdpress.com](mailto:customercare@kdpress.com).