

Diversified Business Communications

Website Privacy Policy

This is a web site of DIVERSIFIED BUSINESS COMMUNICATIONS.

Our postal address is
121 Free Street
Portland, ME 04101
USA

We can be reached via e-mail at custserv@divcom.com

Or you can reach us by telephone at 207-842-5600.

1. Collection of Information. For each visitor to our Web page, our Web server automatically recognizes and collects only the visitor's domain name, but not the visitor's e-mail address.

We collect the domain name, but not the e-mail address of visitors to our web page. We also collect the e-mail addresses of those individuals who communicate with us via e-mail. We also collect non-personally identifying, aggregate information on what pages visitors access or visit, user-specific information on what pages visitors access or visit, and information volunteered by the visitor, such as survey information and/or site registrations.

2. Cookies. Cookies are text files used on a web site to recognize a repeat visitor to its site. We **use** cookies on some of our websites.

3. Use of Information Collected & Opt-out Rights. Except as set forth in this Policy, the information we collect is used to improve the content of our Web site and not shared with other organizations for commercial purposes.

From time to time, we may contact you via e-mail, if you have provided us with your e-mail address, with information regarding products and services or upcoming events **from our company**. If you do not want to receive e-mail from us in the future, please let us know by sending e-mail to us at the above address and telling us that you do not want to receive e-mail from our company. Upon your request, we will suppress your e-mail address from our database.

From time to time, we make available the e-mail addresses of those who access our site and have provided us with their email, or communicate with us via e-mail, to other reputable organizations whose products or services we think you might find interesting. If you do not want to receive e-mail from us in the future, please let us know by sending e-mail to us at the above address and telling us that you do not want to receive e-mail from our company.

If you supply us with your postal address on-line, you may receive periodic mailings from us with information on products and services or upcoming events. If you do not wish to receive such mailings, please let us know by sending e-mail to us at the above address or in writing to:

Mail Preference Service
Diversified Business Communications,
121 Free St.
Portland, ME 04101

Please provide us with your exact name and address. Upon your request, we will suppress your name from the list we share with other organizations.

Persons who supply us with their telephone numbers on-line may receive telephone contact from us with information regarding orders they have placed on-line. They also may receive telephone contact from us with information regarding products and services or upcoming events. If you do not wish to receive such telephone calls, please let us know by sending e-mail or postal mail to us at the above address. Please provide us with your correct telephone number. Upon your request, we will suppress your telephone number from our database.

We may also share personal information collected as described above with other individuals and organizations *(a) who need to have access to such information in connection with our provision of services to you (such as credit card processing companies or other service providers) who have agreed to maintain the confidentiality of such information.* We also reserve the right to release information as required by any governmental or law enforcement agency or under a court order issued by a court of competent jurisdiction.

4. Access to and Ability to Correct Personal Data. Visitors may modify, correct, change, or update their personal records or cause their personal records to be removed from our database through the "update profile" section of the site or by request via postal mail or e-mail. We will send personal records only to the e-mail or postal mail address on file for the visitor name associated with it.

5. Collection of Personal Data from Children. We do not attempt to collect personal information from children under the age of 13. Personal information sent to us, such as e-mail, which appears to be from a child, is deleted. We cannot always determine if a visitor to our web site or the sender of an e-mail is a child.

6. Our Right to Contact you. We reserve the right to contact site visitors *who have provided e-mail addresses* regarding account status and changes to the Website Terms, Conditions, and Legal Notices, Privacy Policy, or any other policies or agreements relevant to site visitors.

7. Security. Diversified Business Communications takes measures to protect your personal information from disclosure by housing servers in a commercially secure environment, protected from unauthorized access. Personal information (such as a credit card number) is transmitted through the use of Secure Socket Layer (SSL) encrypted protection. These systems are continually monitored to provide industry standard network security. While Diversified Business Communications has instituted the security measures described above to protect the information and systems that we maintain, we cannot guarantee that all transmissions to and from the Web Site are secure. Emails that you send to us may be subject to interception. If your communication includes personally identifiable information that you do not wish to provide electronically, please contact us by postal mail or telephone

8. Links. This web site contains links to other sites. We are not responsible for the privacy practices of such other sites. We encourage visitors to be aware when they leave our site, and to read the privacy policies of each and every web site that collects personal information. This privacy statement applies solely to information collected by this web site.

9. Our Right to Change Privacy Policy. We reserve the right to change this Policy at any time, without notice, by posting the new or revised privacy policy on this site.