

# Privacy Policy

Last updated: October 21, 2021

This Privacy Policy (“Policy”) discloses the privacy practices for [www.taxsmartraining.com](http://www.taxsmartraining.com) (the “Website”). Every single Website interacts with and collects data about their visitors in one way or another. Websites typically collect personal data such as names, email addresses, IP addresses, session activity and payment details, just to name a few examples. We appreciate the trust you place in us when you choose to visit our Website, and we take that responsibility seriously.

Tax Smart Network, LLC dba Tax Smart Training (“us”, “we”, or “our”) owns and operates <http://www.taxsmartraining.com>. We are the sole owners of the information collected on this Website. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. It is our Policy to use your personal information only for improving the Website. By using the Website, you agree to the collection and use of information in accordance with this Policy.

We will not sell or rent your private data to third parties nor put your private data to malicious use.

## **Information Collection and Use**

While using our Website, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your name (“Personal Information”).

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g., pertaining to fulfillment of an order of our Products. Unless you ask us not to, we may contact you via email in the future to tell you about specials, new Products, or changes to this Policy.

We request information from you on our order form. To buy from us, you must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we will use this information to contact you.

We may use your personal information in the following ways:

- To communicate with you and to send you information by email, postal mail, telephone, text message, or other means about our company and other topics we think may be of interest to you;
- To help us address problems with and improve our Website design and Products;
- To analyze trends and statistics;
- To protect the security or integrity of our Website and our business; and
- To contact you if necessary.

We may share your personal information in other special circumstances, which include situation when sharing is required by law, or will help to protect the safety, properly, or rights of Tax Smart Network, LLC dba Tax Smart Training, our customers, our associates, our affiliates, or other related parties. Some examples include but are not limited to:

- Identifying and addressing fraud or financial risk;
- Responding to a search warrant or other valid legal inquiry; and
- Responding to an investigative body in the case of a breach of an agreement or violation of law.

### **Security**

We take precautions to protect your information. We have put security measures in place to protect the loss, misuse or alteration of all information under our control. When you submit sensitive information via the Website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. All orders are processed via a secure server (SSL). 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.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

### **Cookies**

Cookies are small data files that a website you visit may save on your computer or device that usually includes an anonymous unique identifier. Our Website and those of our Products may use cookies for user authentication, keeping track of your preferences, promotional campaigns, tracking our audience size and traffic patterns, and in certain other cases. We may include small graphic images in our email messages to determine whether the messages were opened and the links were viewed.

Third-party advertisers may also create and access cookies, which will be subject to their privacy policies – we accept no responsibility or liability for the use of such third parties' cookies. If you do not wish cookies to be placed on your computer or device, then they can be disabled in your web browser. The option to do so is normally found in your browser's "security settings" section. Please note that permanently disabling cookies in your browser may hinder your use of our Website as well as other websites and interactive services.

### **Updates to This Policy**

We may make changes to this Policy, and may apply any changes to information previously collected, as permitted by law. When we make material changes to this Policy, we will notify you by posting the updated Policy on our Website, and we will update the effective date at the end of this Policy.

### **Contact Information**

If you wish to contact us, please email us at [support@taxsmartraining.com](mailto:support@taxsmartraining.com).