

## **INTERNET PRIVACY POLICY**

### **Our Commitment to Privacy**

Your privacy is very important to us. Part of our operation of this Web site involves the collection and use of information about you. This privacy policy explains what type of information we collect and what we do with that information to allow you to make choices about the way your information is collected and used. This privacy policy may change from time to time, so please check it often.

**Please remember that this Privacy Policy applies only to information collected on our Web site. We are not responsible for the privacy of any information that you reveal or post in any public forum (e.g., message board, blog, personal page, etc.), or for the privacy practices of Web sites that are owned or operated by third parties.**

### **Our Information**

We believe that it is our job to make your communication with us simple and straight forward. We want you to be in charge of your information and we want you to be aware of any changes in our privacy policy. Therefore, we want you to have the following information:

This website belongs to: WJG Business Concepts

Our postal address is: 40352 Aynesley; Clinton Township, MI 48038

Our email address is: [info@wjgbusiness.com](mailto:info@wjgbusiness.com)

Our telephone number is: 586-431-9311

This privacy policy took effect on: January 1, 2010

### **Types of Information**

In general, we offer a number of services that do not require you to register for an account or to provide any personal information to us. You can visit this Web site without identifying who you are or revealing any information about yourself. Information collected online can generally be categorized as anonymous or personally identifiable. Anonymous information is information that cannot be connected to the identity of a specific individual. Personally identifiable information is information that specifically identifies a particular user, such as name, address, or phone number.

### **Automatic Anonymous Information that we Collect**

When you visit our site, we collect certain technical and routing information about your computer. For example, we log environmental variables such as browser type, operating system and CPU speed, and the Internet Protocol (IP) address of your originating Internet Service Provider, to try to bring you the best possible service. We also record search requests and results to try to ensure the accuracy and efficiency of our search engine. We use your IP address to track your use of the Web site, including pages visited and the time spent on each page. We collect this information and use it to measure the use of this Web site and to improve its content

and performance. All of the information that is automatically submitted to us by your browser is considered **anonymous information**. To the extent we share such information with third parties, it is not traceable to any particular user and will not be used to contact you.

### **Personally Identifiable Information that we Collect**

In order to provide the full range of our Web site services to you, we may collect the following types of information:

**Information from you:** When you sign up for an account or other service or promotion that requires registration, we ask for personal information such as your name, address, telephone number, fax number, email address and/or a password. For some services, we may also request credit card or other payment information (which we maintain in encrypted form on secure servers). We may combine the information you provide with information from other services or third parties in order to provide you with a better experience and to improve the quality of our services. To opt out of providing or combining such information, see the “**Opt-Out Policy**” set forth below.

**Cookies:** our Web site uses cookies. *Cookies* are small data files, typically made up of a string of text and numbers, which assign you a unique identifier. This information enables us to store your preferences, improve your search results and to track user trends and ad selection. Cookies permit us to administer our Web site more efficiently and to provide a more tailored and user-friendly service to you. You may set your browser to notify you when you receive a cookie or to prevent cookies from being sent; if so, this may limit the functionality we can provide you when you visit our site.

Third parties that link to our Web site may use cookies or collect other information when you go to their site. We do not control the collection or use of your information by these companies. You should contact these companies directly if you have any questions about their collection or use of information about you.

**Communications:** When you send us an email or other communication, we may retain those in order to process your inquiries, respond to you and to improve our services.

### **How We Use Information We Collect**

We collect personally identifiable information only for providing the services you request, generating statistical studies, conducting marketing research, improving products and services, customizing the content and/or layout of our Web site, sending you surveys, contacting you and notifying you of new products and any other changes to our site or services that may affect you. If you have supplied us with your postal address or telephone number(s) online, you may receive periodic mailings or telephone contact from us with information regarding new products and services or upcoming events. If you do not wish to receive such mailings or

telephone calls, see the “**Opt-Out Policy**” set forth below. When you submit personally identifiable information to us, you understand that you are agreeing to allow us to access, store, and use that information for the purposes listed above. We will not sell or give any personally identifiable information to any third parties. We may be required by law enforcement or judicial authorities to provide personally identifiable information to the appropriate governmental authorities. If requested by law enforcement or judicial authorities, we will provide this information on receipt of the appropriate documentation. We may also release information to law enforcement agencies or other third parties if we feel it is necessary to protect the safety and welfare of our personnel or to enforce our Terms and Conditions of Use.

### **Opt-Out Policy**

If at any time you do not wish to receive communication from us by mail, telephone call and/or e-mail from us, we ask that you tell us. You may remove your name from our mailing list by sending us an e-mail to the address listed above and indicating in the subject line “**No Communication**”.

### **Our Commitment to Data Security**

We operate secure data networks with the appropriate security measures in place in our physical facilities to protect you against the loss, misuse, or alteration of information that you have provided to us on the Web site. Our security and privacy policies are periodically reviewed and enhanced as necessary, and only authorized individuals have access to the personally identifiable information provided by our users. We do not, however, guarantee that unauthorized, inadvertent disclosure will never occur.

### **Our Commitment to Children’s Privacy**

Protecting the privacy of the very young is especially important to us. For that reason, we never collect or maintain information at our Web site from those we actually know are under age 13 and no part of our Web site is structured to attract anyone under age 13.

### **Transfer of Customer Information**

Customer lists and information are properly considered assets of a business. Accordingly, if we merge with another entity or if we sell our assets to another entity, our customer lists and information, including personally identifiable information you have provided us, would be included among the assets that would be transferred.

### **Updated Privacy Policy**

From time to time, we may use customer information for new, unanticipated uses not previously disclosed in this Privacy Policy. If our practices change in the future, we will post the updated Privacy Policy to our Web site so that you are aware of the changes and of the ability to opt out of the new policy. If you are concerned about your personal information, please check back to our Web site periodically to review the latest Privacy Policy.

### **More Information**

If you feel that our Web site is not following the stated Privacy Policy, you may contact us at the address, phone number or email listed above. Our Web site adheres to the U.S. Safe Harbor privacy principles. For more information, please feel free to visit the U. S. Department of Commerce's Web site at [www.commerce.gov](http://www.commerce.gov).

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