

## **Privacy Policy**

### **Who we are:**

Our website address is: [www.bostonmountainpublishing.com](http://www.bostonmountainpublishing.com)

Boston Mountain Publishing LLC is committed to providing its customers a safe and private experience while visiting our web site. We suggest that you review this Privacy Statement periodically as we may update it from time to time. If we update our policy, and you continue using our website, you agree to the policy.

### **What personal data we collect and why we collect it:**

By default, we do not collect any personal information unless you sign-up for our newsletter, create an account, place an order and/or begin to place an order, make a donation, fill out a contact form, comment, or otherwise contact us in any form, etc. We will collect the data you enter voluntarily (such as name, email address, address, phone number, date of birth, picture, purchase history, comments, etc.) and we may retain it indefinitely. The information you volunteer enables us to process your purchases, confirm your orders, customize the content and layout of our pages, notify you about updates to our site and products, and provide you with correct information. The information you supply to us may be added to our customer database. If you sign up for an account of any type on our website, we may store the personal information you provide in a user profile. You may receive periodic mailings from us about new book releases, new products, discounts, special promotions or upcoming events. If you do not want to receive such mailings from us, please let us know by sending an email to [contact@bostonmountainpublishing.com](mailto:contact@bostonmountainpublishing.com) with the subject headline "REMOVE FROM MAILING". This change may take up to 10 business days to process. We will provide you access to the personal information we hold of you. You will need to send us an email to [contact@bostonmountainpublishing.com](mailto:contact@bostonmountainpublishing.com) with the headline "My Information", or write to us at our mailing address below. We will do our best to verify any information. Please include the following information when sending an email or letter by mail.

- Contact information (name, address, phone number)
- Transaction information (dates on which you made purchases, amounts and types of purchases, etc.)
- Briefly describe your intent of correspondence.

If you would like to edit your personal information at any time, send us an email with the headline "PERSONAL INFO CHANGE" and include the changes you would like to have applied to your account. Website administrators can also see and edit that information. You can also request that we delete any of your personal data we hold. Provided, however, we will not delete any data we are obligated to keep for legal purposes.

### **Accounts and purchases:**

When you make a purchase on our website (or begin to place an order), we may retain this information for our own records and in order to communicate with you about past, current, and future orders. Please note: In order to process your online purchases, we will send you a confirmation email or contact you if we have questions about your order. Before contacting us, please check your spam or junk folder in your email account to make sure you have not received a confirmation email from us. Please contact us if you do not receive a confirmation email from us within 2-3 business days. If payment is made with your credit card, your credit card number is briefly sent via secured socket to a credit card authorization center for verification and approval. Your credit card information is not stored on our servers. Our store is hosted on Wix.com. Wix.com collects information outside of our control. Wix provides us with the online e-commerce platform that allows us to sell our products and services to you. Your data is stored through Wix.com's data storage, databases and the general Wix.com application. Our website is secured via an SSL certificate through Wix.com. Wix stores your data on a secure server behind a firewall. The Wix.com Privacy Policy & Terms of Use agreements that you also agree to when

entering our site can be read here (<https://www.wix.com/about/privacy>) & (<https://www.wix.com/about/terms-of-use>).

### **Comments**

We may keep comments that are left on our website indefinitely. Any decision regarding a request to remove a comment will be made in our discretion. If you delete your account, your comment may remain under your name and/or "deleted user" indefinitely. Visitor comments may be checked through an automated spam detection service.

### **Cookies**

We may set a temporary cookie to keep track of items you put in your shopping cart. This cookie contains no personal data and is discarded when you close your browser. When you log in, we use the same temporary cookie to identify you as a logged-in user. You may want to read the Wix.com privacy policies and Terms of Use because they provide us the e-commerce platform to sell our products and services. The Wix.com Privacy Policy & Terms of Use agreements that you also agree to when entering our site can be read here (<https://www.wix.com/about/privacy>) & (<https://www.wix.com/about/terms-of-use>).

### **Analytics**

We use Google Analytics, which has its own Privacy Policy (<https://policies.google.com/privacy?hl=en>) and Terms of Use (<https://policies.google.com/terms?hl=en>).

### **How do I know my information is secure?**

Our store is hosted on Wix.com. Wix provides us with the online e-commerce platform that allows us to sell our products and services to you. Your data is stored through Wix.com's data storage, databases and the general Wix.com application. When you see either a solid key icon or a locked padlock icon at the lower portion of your browser window then the site is secured through Secure Sockets Layer (SSL). Pages requesting personal information should always have one of these icons. If you do not see one of these icons, please contact us via email with the subject headline "SECURITY" along with your name, address, and phone number and we will contact you as soon as possible. Wix.com has their own measures and procedures in place that are outside of our control.

### **Corrections**

Boston Mountain Publishing strives at keeping our website typo and error free. If you find a typo, glitch, or error that needs correcting, please email us at [contact@bostonmountainpublishing.com](mailto:contact@bostonmountainpublishing.com) with the subject headline "TYPO" and tell us exactly what and where the problem persists. If the error you discovered needs to be corrected, we will send you a gift of appreciation for your EAGLE EYES!

### **Contact Us:**

We would love to hear from you! Please feel free to contact us for any reason, including a request to be added to or taken off a list, or if you have any comments, ideas, questions, concerns, or need help or consultation on a project.

#### **By Postal Mail:**

Boston Mountain Publishing LLC  
P.O. Box 5369  
Bella Vista, AR 72714

#### **By E-mail:**

[contact@bostonmountainpublishing.com](mailto:contact@bostonmountainpublishing.com)

Please note: Must provide your name, a phone number to be contacted at if necessary, address, and general reason for writing. Also include any previous messages of correspondence you have received from us.