

ONLINE PRIVACY POLICY

EMERALD ELF DESIGN values its users' privacy. This Privacy Policy ("Policy") will help you understand how we collect and use personal information from those who visit our website or make use of our online activities and services, and what we will and will not do with the information we collect. Our Policy has been designed and created to ensure those affiliated with **EMERALD ELF DESIGN** of our commitment and realization of our obligation not only to meet, but to exceed, most existing privacy standards.

This policy applies to **EMERALD ELF DESIGN**, and it governs any and all data collection and usage by us. Through the use of **EMERALD ELF DESIGN**, you are therefore consenting to the data collection procedures expressed in this Policy.

INFORMATION WE COLLECT

It is always up to you whether to disclose personally identifiable information to us, such as name, address, phone number and email, although if you elect not to do so, we reserve the right not to register you as a user or provide you with any products or services.

In addition, **EMERALD ELF DESIGN** may have the occasion to collect non-personal anonymous demographic information, the type of browser you are using, IP address, or type of operating system, which will assist us in providing and maintaining superior quality service.

WHY WE COLLECT INFORMATION AND FOR HOW LONG

We are collecting data for several reasons:

- To better understand you and your needs and provide you with the services you have requested;
- To fulfill our legitimate interest in improving our services and products;
- To send you promotional emails containing information when we have your consent to do so;
- To contact you to fill out surveys when we have your consent to do so;
- To customize our website according to your online behavior and personal preferences.

The data we collect from you will be stored for no longer than necessary. The length of time we retain said information will be determined based upon the following criteria: the length of time your personal information remains relevant; the length of time it is reasonable to keep records to demonstrate that we have fulfilled our duties and obligations; any limitation periods within which claims might be made; any retention periods prescribed by law or recommended by regulators, professional bodies or associations; the type of contract we have with you, the existence of your consent, and our legitimate interest in keeping such information as stated in this Policy.

EMERALD ELF DESIGN may collect and may make use of personal information to assist in the operation of our website and to ensure delivery of the services you need and request. At times, we may find it necessary to use personally identifiable information as a means to keep you informed of other possible products and/or services that may be available to from **EMERALD ELF DESIGN**.

EMERALD ELF DESIGN may also be in contact with you with regards to completing surveys and/or research questionnaires related to your opinion of current or potential future services that may be offered.

DISCLOSURE OF INFORMATION:

EMERALD ELF DESIGN may not use or disclose the information provided by you **except** under the following circumstances:

- As necessary to provide services or products you have ordered;

- In other ways described in this Policy or to which you have otherwise consented;
- In the aggregate with other information in such a way so that your identity cannot reasonably be determined;
- As required by law, or in response to a subpoena or search warrant;
- To outside auditors who have agreed to keep the information confidential;
- As necessary to enforce the Terms of Service;
- As necessary to maintain, safeguard and preserve all the rights and property of **EMERALD ELF DESIGN**.

NON-MARKETING PURPOSES

EMERALD ELF DESIGN greatly respects your privacy. We do maintain and reserve the right to contact you if needed for non-marketing purposes (such as bug alerts, security breaches, account issues, and/or changes in **EMERALD ELF DESIGN** products and services). In certain circumstances, we may use our website, newspapers, or other public means to post a notice.

UNSUBSCRIBE OR OPT OUT

All users and visitors to our website have the option to discontinue receiving communications from us by way of email or newsletters. To discontinue or unsubscribe from our website, please send an email that you wish to **unsubscribe** to info@EmeraldElfDesign.com.

SECURITY

EMERALD ELF DESIGN takes precautions to protect your information. When you submit sensitive information via the website, your information is protected online and offline. Wherever we collect sensitive information (i.e., credit card information), that information is encrypted and transmitted to us in a secure way. 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 and servers in which we store personally identifiable information are kept in a secure environment. This is all done to prevent any loss, misuse, unauthorized access, disclosure, or modification of the user's personal information under our control.

ACCEPTANCE OF TERMS

By using this website, you are hereby accepting the terms and conditions stipulated within the Privacy Policy Agreement. If you are not in agreement with our terms and conditions, then you should refrain from further use of our sites. In addition, your continued use of our website following the posting of any updates or changes to our terms and conditions shall mean that you agree and acceptance of such changes.

HOW TO CONTACT US

If you have any questions or concerns regarding the Privacy Policy Agreement, please feel free to contact us through our website: www.emeraldelfdesign.com or our email address: info@EmeraldElfDesign.com.