



THE SCOOP ON OUR PRIVACY POLICY

The short 'n sweet version: we will ALWAYS respect your privacy, your email address, and any personal information you share with us. We will never sell, trade, or abuse the information you entrust to us.

Always Helpful and Relevant

When you purchase and/or request information about our products or services, you'll receive helpful and relevant communication about those and other products and services that pertain to *LinkedIn Training, LinkedIn Use for Small Businesses and Individuals*.

Unsubscribe Anytime

You can unsubscribe at any time, if you wish to stop receiving emails from us, by using the link provided at the bottom of our emails. If you've already unsubscribed, but are still receiving emails from us, not to worry... just send an email to sueg@sue-gresham.com and we'll take care of you.

Your Information Is Kept Private

Your information is safe and secure with us. We'll never sell or give your email address, or any other information you submit on this site, to anyone else.

Emails Are Just Between Us

We won't share emails you send us with anyone. Your emails are confidential, period.

Digital Cookies (*just like mom's*)

We use cookies to help make your experience using our website better. Our cookies don't contain any personal information but help us to: remember your

country and language preferences, deliver content and offers that match your interests, understand our audience and traffic patterns, let you automatically log into parts of our site that require it, and manage and present content on our website that's customized to you.

Feel Free To Comment

We encourage public discussion within parts of our site. Please be aware that this is a widely accessible website. You wouldn't shout your credit card details in public, would you? Of course not. Please use the same prudence when you post or comment on our site.

Got more questions? Send us an email at sueg@sue-gresham.com

For the full, and ever so much fun, privacy policy legalese... just read below.

YOUR PRIVACY IS IMPORTANT TO US

PERSONAL INFORMATION WE COLLECT AND HOW IT'S USED

INTRODUCTION

This privacy policy describes how we (herein "*Sue Gresham*", "*sue-gresham.com*", "we", "us", or "our") may collect, use, and protect personal information about you, and the choices you have concerning the collection and use of such information. When you visit our website, you accept and agree to the terms and conditions of this privacy policy, i.e., you consent to our collection and use of your personal information as described here.

MINORS

We do not provide services or sell products to minors. If you are under the age of 18, you may use our website only with the permission and active involvement of a parent or legal guardian. If you are a minor, please do not provide us or any other website visitor with any personal information.

OUR TERMS AND CONDITIONS OF USE

Our privacy policy is incorporated, part of, and subject to, the terms and conditions for the use of our website.

INFORMATION WE COLLECT.

As with most websites on the Internet, when you simply visit our website, you automatically give us certain information. Such information may include your IP address, what website you visited prior to visiting our site and what site you visited when you left our site, the date and time you visited, information about your computer's operating system and the type of web browser that you are using. This basic information is automatically recorded when you visit our website. To obtain this information, we may use cookies, that is information that our website server automatically transfers to your computer. This information may be used to track your session on our website and may also be used to customize our website content for you as a visitor or customer. If you are using one of the common Internet web browsers, you can set your browser to either let you know when you receive a cookie or to deny cookie access to your computer.

We may also collect any information or data to you provide us by posting on our website or you provide us by e-mail. You always have the right to choose not to provide us with such information. If you elect to withhold any information or data we request, we may deny you access to some or all of our services or features on our website. If your transaction with our website involves payment by credit card, debit card, checks, money orders, or third-party online payment services, we will connect information related to the transaction as part of the course of doing business with you. Such information will include, but is not limited to, your name, billing address, telephone number, and other information necessary for the transaction.

WHAT WE DO WITH YOUR INFORMATION

We may use information and data that we collect about you in operating our website and business activities, i.e., we may use this information and data to contact you regarding changes to our website, new services and features, special offers, or to resolve disputes, troubleshoot issues, and terms and conditions for using our website. Our policy is to never give or share information or data about you to any third party without your permission, subject to certain important exceptions, as follows: In any matter involving suspected illegal activity that may expose us to legal liability, we may in our sole discretion, or in compliance with any legally issued subpoena or court order, provide information in our possession about you to law enforcement or other government officials in connection with criminal or fraud investigations, or alleged intellectual property infringement. We

may also disclose aggregate data about our visitors to our to advertisers or other third party vendors for marketing and promotional purposes. We do not disclose individually identifiable information.

From time to time, we may use third parties to provide services or offers on our website. If a third party requests us to collect information about you, you will be notified. You will not be required to give any information or data to a third party and we will restrict the manner in which such third party uses your information, i.e. they will not be allowed to sell or give your information to others.

USER NAMES AND PASSWORDS

To access certain areas of our website, we may require a user name and password. You should not provide your user name or password to anyone. When you enter a section of our website that requires your user name and password, you should log out when you leave, and you should also close out of your web browser completely and re-open it before viewing other sites on the Internet.

YOUR USE OF INFORMATION

When you are on our website, if you obtain personally identifiable information about another website user, you do not have the right nor are you permitted to disclose this information to anyone else without the consent of the user and our consent. Furthermore, any information you obtain from our website about us or other site users cannot be used by you or others to send spam, i.e. unsolicited commercial e-mail or to send unsolicited commercial communications utilizing our website or other communication systems.

YOUR VOLUNTARY DISCLOSURE OF INFORMATION TO THIRD PARTIES

You may choose to provide your personal information or data to visitors, to our website, or to other third parties who are not our suppliers. You are cautioned when doing so that the privacy policies of those third parties will determine what is done with your information.

COMMUNICATION TOOLS AND AUTORESPONDERS

We may use various software tools and autoresponders to communicate with you via e-mail, text, and postal mail. We use a verified opt-in system to protect your privacy for such communications and you have the option to opt-out of such communications using the links or contact details contained in each message. If

you have difficulties opting out, please drop us an email at sueg@sue-gresham.com

RESPONSES TO EMAIL INQUIRIES

When visitors or customers send email inquiries to our company, the return email address is used to answer the email inquiry we receive. We do not use the return email address for any other purpose and we never share the return email address with any third party.

POLICY CHANGES

We may in our sole discretion change this policy from time to time. We will notify you of any such changes by a posting a notice on the home page of our website. If you have any comment or question, or disagree with any changes to this policy, please contact us by sending an email to sueg@sue-gresham.com. Any changes we make to this policy will not apply to information we have collected from you prior to making the changes.

WHERE TO DIRECT QUESTIONS ABOUT OUR PRIVACY POLICY

If you have any questions about this Privacy Policy or the practices described herein, please feel free to contact us at sueg@sue-gresham.com

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