



PRIVACY STATEMENT FOR BANCROFTPRESS.COM

This privacy statement discloses the privacy practices for BancroftPress.com

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BANCROFTPRESS.COM HAS AGREED TO NOTIFY YOU OF:

1. What personally identifiable information of yours or third party personally identification is collected from you through the web site
2. The organization collecting the information
3. How the information is used
4. With whom the information may be shared
5. What choices are available to you regarding collection, use and distribution of the information
6. The kind of security procedures that are in place to protect the loss, misuse or alteration of information under BancroftPress.com control
7. How you can correct any inaccuracies in the information.

If you feel that this company is not abiding by its posted privacy policy, you should first contact :

[Bruce Bortz](#) - President
Bancroft Press - P.O. Box 65360
Baltimore, MD 21209

INFORMATION COLLECTION AND USE

BancroftPress.com is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. BancroftPress.com collects information from our users at several different points on our website.

REGISTRATION

In order to become a customer on this website, a user must first complete the registration form. During registration a user is required to give their contact information (such as name and email address). This information is used to contact the user about the services on our site for which they have expressed interest.

ORDER

We request information from the user on our order form. Here a user 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 customer's orders. If we have trouble processing an order, this contact information is used to get in touch with the user.

COOKIES

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Once the user closes their browser, the cookie simply terminates. For instance, by setting a cookie on our site, the user would not have to log in a password more than once, thereby saving time while on our site

LOG FILES

We use IP addresses to analyze trends, administer the site, track user's movement, and gather broad demographic information for aggregate use. ***IP ADDRESSES ARE NOT LINKED TO PERSONALLY IDENTIFIABLE INFORMATION.***

LINKS

This web site contains links to other sites. Please be aware that we

[BancroftPress.com] are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

SECURITY

This website takes every precaution to protect our users' information. When users submit sensitive information via the website, your information is protected both online and off-line.

When our registration/order form asks users to enter sensitive information (such as credit card number and/or social security number), that information is encrypted and is protected with the best encryption software in the industry - SSL. While on a secure page, such as our order form, the lock icon on the bottom of Web browsers such as Netscape Navigator and Microsoft Internet Explorer becomes locked, as opposed to un-locked, or open, when you are just 'surfing'.

While we use SSL encryption to protect sensitive information online, we also do everything in our power to protect user-information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job (for example, our billing clerk or a customer service representative) are granted access to personally identifiable information. Furthermore, ALL employees are kept up-to-date on our security and privacy practices.

If you have any questions about the security at our website, you can send an email to security@BancroftPress.com.

SPECIAL OFFERS

We send all new members a welcoming email to verify password and username. Established members will occasionally receive information on products, services, special deals, and a newsletter. Out of respect for the privacy of our users we present the option to not receive these types of communications. Please see our choice and opt-out below.

SITE AND SERVICE UPDATES

We also send the user site and service announcement updates. Members are not able to un-subscribe from service announcements, which contain important information about the service. We communicate with the user to provide requested services and in regards to issues relating to their account via email or phone.

CORRECTION/UPDATING PERSONAL INFORMATION:

If a user's personally identifiable information changes (such as your zip code), or if a user no longer desires our service, we will endeavor to provide a way to correct, update or remove that user's personal data provided to us. This can be done at the member information page

NOTIFICATION OF CHANGES

If we decide to change our privacy policy, we will post those changes on our Homepage so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.



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