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# Privacy Policy

This privacy statement discloses the privacy practices for [www.allthingsvault.com](http://www.allthingsvault.com). Because we want to demonstrate our commitment to your privacy, we are disclosing our information practices regarding:

- What personally identifiable information of yours or third-party personal identification is collected from you through the website
- The organization collecting the information
- How the information is used
- With whom the information may be shared
- What choices are available to you regarding collection, use and distribution of the information
- The security procedures in place to protect the loss, misuse, or alteration of information
- How you can correct any inaccuracies in the information

If you feel that we are not abiding by our posted privacy policy, please contact 877.424.2366.

## Information Collection and Use

Vault is the sole owner of the information collected on this site. We will not sell, share, or rent this information in ways different from what is disclosed in this statement. We may collect information from you at several different points on our website, but all uses will remain HIPAA compliant.

## Site Registration

To use portions of our website, you must first complete one or more registration forms. During registration, you are required to give your contact information (e.g., name and email address). This information is to provide you with the services on our site for which you have expressed interest. Certain other demographic information is identified as optional. The type of service you are using affects the types of information you are requested, or required, to provide.

## Cookies

A cookie is a piece of data stored on your hard drive containing information about you. Usage of a cookie is in no way linked to any personally identifiable information while on our site. For instance, by setting a cookie on our site, your login ID would be remembered for the next time you visit our site. If you reject a cookie, you may be limited in some areas of our site. For example, you will not be able to participate in any of our web tests. Cookies can also enable us to track and target your interests to enhance the experience on our site.

## Log Files

We also use IP addresses to analyze trends, administer the site, track your movement, and gather broad demographic information for aggregate use.

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## Sharing

We may share aggregated demographic information with our partners. This is not linked to any personal information that can identify any individual person. We use a credit card processing company to bill you for products and services. These companies do not retain, share, store or use personally identifiable information for any secondary purposes. We may partner with another party to provide specific services. When you sign up for these services, we will share names or other contact information that is necessary for the third party to provide these services. These parties are not allowed to use personally identifiable information except for the purpose of providing these services. We may also disclose certain information with legal counsel or with officers of the court when required or needed.

## Links

Our website contains links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage you to be aware when you leave our site and to read the privacy statements of every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

## Newsletters and Mailing Lists

If you choose to subscribe to our newsletter or mailing list, we ask you for contact information such as name and email address. We do provide a method for you to be removed from the newsletter or mailing list.

## Surveys

From time to time, our site may request information from you via surveys. Participation in these surveys or contests is completely voluntary. Information requested may include contact information (e.g., name and shipping address) and demographic information (e.g., ZIP code and age level). Survey information will be used for purposes of monitoring or improving the use and satisfaction of our site.

## Security

Our website takes every precaution to protect your information. When you submit sensitive information via the website, your information is protected online and offline. When we ask you to enter sensitive information (e.g., credit card number and/or Social Security number), that information is encrypted and is protected with the industry standard encryption software known as SSL.

While we use SSL encryption to protect sensitive information online, we also take prudent measures to protect your information offline. All your 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 and customer service staffs) are granted access to personally identifiable information. Furthermore, we strive to keep all employees updated on our security and privacy practices.

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Finally, the servers that store personally identifiable information are kept in a secure environment. If you have any questions about the security at our website, please email us. It is important to note that you also play a significant role in protecting your information. We take precautions to ensure that no one can view or edit your personal information on our website without knowing your password, so do not share your password with others.

### **Protection of Children’s Personal Information**

We do not publish content that is targeted to children.

### **Special Offers**

We send new users a welcoming email to verify password and username. You will occasionally receive information on products, services, special deals, newsletters and the like. Respecting your privacy, we always present an option for you to not receive these types of communications. Please see “Choice/Opt-Out” below.

### **Correction/Updating Personal Information**

If your personally identifiable information changes (e.g., your ZIP code), or if you no longer desire our service, we will endeavor to provide a way to correct, update or remove the personal data provided to us UNLESS the data you have provided is under the auspices of a client for whom we are required to maintain long-term information for examination, licensure, or credentialing purposes.

### **Choice/Opt-out**

You are given the opportunity to “opt-out” of having your information used for purposes not directly related to our site. This is typically done at the point where we ask for the information. If you no longer wish to receive our newsletter or promotional materials from our partners, you may opt-out of receiving these communications by responding to the opt-out instructions in the email.

### **Notification of Changes**

If we decide to change our privacy policy, we will post those changes on this webpage, so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from what was stated at the time it was collected, we will attempt to notify you by email.