

## A. **Introduction**

i. We respect your privacy and are committed to protecting the information we gather about our customers through our use of this privacy policy. This policy describes the personal data collected by this website, including what kinds of data we collect, how we make use of it, and when we might disclose such data.

ii. This policy applies to the information we collect through

- This website
- Any electronic communication between you and this website, including emails sent to domains ending in “@ilpmusic.org”, and other electronic messages sent to this website.
- When you interact with our advertisements and applications on third-party websites and services, including social media and app stores.

iii. This policy does not apply to information collected by:

- Us offline or through any other means; or
- Any third party

iv. **Pease read this policy carefully to understand the policy and how we safeguard and use your information.** If you do not agree to this policy, do not use this website. By using this website, you agree to this policy.

- This policy may change from time to time. If you continue to use our website after such changes take effect, you are deemed to have consented to the changes. We will do our best to notify visitors to this site when the policy changes, but it is your responsibility to ensure you are informed by visiting and reviewing these terms. Please check this policy periodically for updates.

## B. **Children under the age of 16**

i. Our website is not intended for use by any individual under the age of 16. If you are under the age of 16, do not use or provide personal information to this website. We do not knowingly collect any personal data from individuals under the age of 16. If we learn that we have collected information from an individual under the age of 16, we will delete this information. If you believe we may have accumulated data about an individual under the age of 16 please contact us at [office@ilpmusic.org](mailto:office@ilpmusic.org).

## C. **The information we collect and how we collect it**

i. We collect several types of information from and about our users. This include:

- Your name, mailing address, email address, telephone number, Parish or Church affiliation, and payment information, including credit or debit card numbers and/or banking information for the purposes of fulfilling order requests, accepting payment, facilitating consumer communications, and delivering products. We will not ever sell this information. Some of this information may, on occasion, be transferred to third party vendors, subsidiaries, affiliates, or other business partners, such as distributors and shipping companies, to facilitate order fulfillment and processing. The information may be transferred to a third party in the event of a company buyout, merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of International Liturgy Publications’s, or Lamb Publications’s assets.
- Non-identifying information, generally accumulated automatically as you navigate this website. This includes IP addresses, location data, product and interaction data, time of interactions.
- Any public comments you leave on the site.

- We may also gather information about your internet connection and the equipment you use to access this Website, and usage details.

ii. We collect this information:

- Directly from you when provided.
- Automatically as you navigate our site. This is accomplished through the use of cookies

a. **Cookies: We use the following cookies:**

1. Google Analytics: Google analytics gathers general data from your interactions with us that does not identify you as an individual. For more information on how Google analytics gathers and uses data, please go

to: <https://policies.google.com/technologies/partner-sites>

2. A search engine optimization cookie which tracks the keywords you used to find our site.

3. Two Pardot cookies that: (1) assign you a unique identifier that tracks the way you interact with products on our site, and (2) Provides you with the opportunity to determine whether or not any additional data is monitored by the program.

4. We may, on occasion, obtain consumer data from our business partners as a part of ordinary business.

5. We do not collect personal information automatically, but we may tie this information to personal information about you that we collect from other sources or you provide to us.

6. Some web browsers and other mechanisms may be designed to provide this Website with a do not track signal. This Website is not equipped to respond to those requests, and will continue to track non-identifying behavioral data.

D. **The information you provide to us:** The information we collect on or through our website may include:

- Any information you provide to us through forms on our Website, including during registration, service subscription, requests, and issue reporting.
- Records and copies of any correspondence you may have with our organization
- Your responses to any surveys that we might ask for you to complete for research purposes.
- Details of transactions carried out on our site and of the fulfillment of your orders. This may include certain financial information to execute transactions.
- Your search queries of the website
- Any information provided by you on any public portion of the website, such as comment sections or reviews.

E. **How we use your information:** We use information that we collect about you, or that you provide to us, including any personal information to:

- Present our Website and its contents to you.
- Provide you with information, products, or services that you request from us.
- Fulfill any other purpose for which you provide it.
- Provide you with account notices and updates
- Notify you about changes to our Website or policies
- In any other way we may describe when you provide the information.
- For any other purpose with your consent.
- We may also use the information to contact you about products or services that we believe may be relevant or of interest to you. Any such communication will always come with an opt-out link.

- We may disclose your personal information to comply with any court order, law, or legal process, including responding to any government or regulatory request. We may also disclose your information to enforce the terms of use or terms of a sale and other agreements, including for billing and collection purposes, or to protect the rights, property, or safety of the company, our customers, or others.

F. **Nevada Residents**

- We do not sell any of the information that we collect. If you wish to submit a verified request, you may do so by emailing [office@ilpmusic.org](mailto:office@ilpmusic.org), or by sending a letter to 5137 Murfreesboro Rd., College Grove, TN 37046 ATTN: Alex Grimes.

G. **Access and update your information**

- If you would like to update your information in our systems, please email [office@ilpmusic.org](mailto:office@ilpmusic.org), or call us at 615-599-4497.

H. **Security**

- Your personal information is secured via SSL (Secure Socket Layer) Technology.

I. **Questions or comments**

- If you have any questions, comments, or concerns, you may contact us at [office@ilpmusic.org](mailto:office@ilpmusic.org), call us at 615-599-4497, or write us at 5137 Murfreesboro Rd., College Grove, TN 37046, ATTN: Alex Grimes.