

## Data Privacy Policy

Inscape Publishing

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Inscape Publishing is a licensee of the TRUSTe Privacy Program. TRUSTe is an independent, organization whose mission is to build user's trust and confidence in the Internet by promoting the use of fair information practices. This privacy statement covers the Web site [www.inscape-epic.com](http://www.inscape-epic.com). Because this Web site wants to demonstrate its commitment to your privacy, it has agreed to disclose its information practices and have its privacy practices reviewed for compliance by TRUSTe.

If you have questions or concerns regarding this statement, you should first contact the Rights Department at Inscape Publishing ([rights@inscapedublishing.com](mailto:rights@inscapedublishing.com)). If you do not receive acknowledgement of your inquiry or your inquiry has not been satisfactorily addressed, you should contact TRUSTe at <http://watchdog.truste.com/pvr.php?page=complaint> TRUSTe will then serve as a liaison with us to resolve your concerns.

Inscape Publishing complies with the U.S.-EU Safe Harbor Framework and the U.S.-Swiss Safe Harbor Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries and Switzerland. Inscape Publishing has certified that it adheres to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access, and enforcement. To learn more about the Safe Harbor program, and to view Inscape Publishing's certification, please visit <http://www.export.gov/safeharbor/>

This Web site is designed to provide you with a personalized Report. By clicking Accept, you agree that Inscape Publishing, Inc. can use the data, including personal data you enter on this web site, for the purpose of generating your personalized report. You will be required to provide your first and last name and respond to a series of questions, words, or statements that will be used to create your customized report. Optionally, you can provide demographic information such as age, location, education, and employment that will be used by Inscape Publishing for continued validation of this report. We also collect your email address to send you your results. This consent form sets out the manner in which your responses will be collected, processed, transferred, used, and stored.

We will not send you any promotional communications. We will only send you service related communications that are necessary to perform the duties of the site. We do not share, sell, rent, or trade personal data collected on this site with third parties for their promotional purposes.

We reserve the right to disclose your personal data as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our Web site.

This consent form will also set out your rights of access and correction to your personal data. The data, including personal data, you provide to us through this web site will be transferred to the United States (if not already in the United States) and stored on Inscape Publishing's secure server located in Minneapolis, Minnesota. Access to your personal data and any demographic information you supplied is restricted to authorized personnel and staff at Inscape Publishing, Inc.

Your personalized report will be provided to you in one of two methods depending upon the option selected by the individual (administrator) who sent you the access code for this profile: 1. Immediate availability of the report through this web site. If this option has been selected, you will be presented with choices to View, Print, Save or Email your report upon completion. 2. Physical delivery of the report by the administrator. The report delivery option selected by your administrator will be displayed to you upon completion of the response section of this web site.

The administrator who sent you the access code to this report does have access to your personal data, such as your first and last name, and email address. They will only use this third party personal data for the purpose it was intended for.

If you would like access to the personal data we have on file to correct inaccuracies or delete it, please contact us at the information below. We will respond to your request within 30 days.

The administrator who sent you the access code has access to the completed report – not the individual data items and responses provided by you nor the optional demographic information. If you choose to provide additional demographic information, this information, together with your individual responses, is used for research purposes only. It will not be provided to the administrator nor to any third parties, and is not linked to your name or any other identifiable personal information. Inscape Publishing will not transfer your data to any third party or make the data available for use outside of its system.

## Security

The security of your personal information is important to us. When you enter information on our registration or order forms, we encrypt that information using secure socket layer technology (SSL). Our entire site is SSL encrypted.

We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, while we strive to use commercially acceptable means to protect your personal data, we cannot guarantee its absolute security.

## Log Files

As is true of most Web sites, we gather certain information automatically and store it in log files. This information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and clickstream data.

We use this information, which does not identify individual users, to analyze trends, to administer the site, to track users' movements around the site and to gather demographic information about our user base as a whole.

We do not link this automatically-collected data to personally identifiable information.

## Cookies

A cookie is a small text file that is stored on a user's computer for record-keeping purposes. We use cookies on this site. We do not link the information we store in cookies to any personal data you submit while on our site.

We use session ID cookies. We use session cookies to make it easier for you to navigate our site. A session ID cookie expires when you close your browser. A persistent cookie remains on your hard drive for an extended period of time.

## Changes in this Data Privacy Statement

If we decide to change our privacy policy, we will post those changes to this privacy statement, the home page, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our home page.

## Contact Us

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