

## **PRIVACY POLICY**

Protecting your personal information is our priority. This Statement of Privacy applies to [www.keenetraining.com](http://www.keenetraining.com), [www.keenetrainingandconsulting.com](http://www.keenetrainingandconsulting.com) and Keene Training and Consulting L.L.C. and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Keene Training and Consulting L.L.C. include [www.keenetraining.com](http://www.keenetraining.com), [www.keenetrainingandconsulting.com](http://www.keenetrainingandconsulting.com) and KEENE. The KEENE website is a service description and registration options site. By using the KEENE website, you consent to the data practices described in this statement.

### **COLLECTION OF YOU PERSONAL INFORMATION**

KEENE may collect personally identifiable information, such as your name, address email address and phone number. If you purchase KEENE'S products and services, we collect billing and credit card information. This information is used to complete the purchase transaction. KEENE may also collect anonymous demographic information, which is not unique to you, such as your age and gender. We may gather other personal and non-personal information in the future. KEENE encourages you to review the privacy statements of websites you choose to link to from KEENE so that you can understand how those websites collect, use and share your information. KEENE is not responsible for the privacy statements or other content on websites outside of the KEENE website.

### **USE OF YOUR PERSONAL INFORMATION**

KEENE collects and uses your personal information to operate its website(s) and deliver the services you have requested. KEENE may also use your personally identifiable information to inform you of other products or services available from KEENE and its affiliates. KEENE may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

KEENE does not sell, rent or lease its customer lists to third parties.

KEENE may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to KEENE, and they are required to maintain the confidentiality of your information.

KEENE may disclose information you provide if required to do so by law, or if we, in our sole discretion, believe that disclosure is reasonable to (1) comply with the law, requests or orders from law enforcement, or any legal process (whether or not such disclosure is required by applicable law); (2) protect or defend KEENE'S, or a third party's, rights or property; or (3) protect someone's health or safety, such as when harm or violence against any person (including you) is threatened.

## **AUTOMATICALLY COLLECTED INFORMATION**

KEENE secures your personal information from unauthorized access, use, or disclosure. KEENE uses SSL Protocol for this purpose. When personal information (such as a credit card number) is transmitted to other websites (such as PayPal) it is protected through the use of encryption, such as the Secured Sockets Layer (SSL) Protocol. KEENE will exercise reasonable care in providing secure transmission of information between your computer and our servers, but given that no information transmitted over the Internet can be guaranteed 100% secure, KEENE cannot ensure or warrant the security of any information transmitted to us over the Internet and hence accept no liability for any unintentional disclosure.

## **CHILDREN UNDER THIRTEEN**

KEENE does not knowingly collect personally identifiable information from the children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or legal guardian for permission to use this website.

## **OPT OUT & UNSUBSCRIBE**

We respect your privacy and give you the opportunity to opt-out of receiving announcements of certain information. Users may opt-out of receiving any or all communications from KEENE by contacting us at [www.keenetraining.com](http://www.keenetraining.com), [info@keenetraining.com](mailto:info@keenetraining.com) or (517) 258-2420.

## **CHANGES TO THIS STATEMENT**

KEENE will occasionally update this Statement of Privacy to reflect company and customer feedback. KEENE encourages you to periodically review this Statement to be informed of how KEENE is protecting your information.

## **CONTACT INFORMATION**

KEENE welcomes your questions or comments regarding this Statement of Privacy. If you believe that KEENE has not adhered to this Statement, please contact KEENE at:

Keene Training and Consulting L.L.C.  
1518 Haslett Rd #609  
Haslett, MI 48840

Email  
[Info@keenetraining.com](mailto:Info@keenetraining.com)

Telephone  
(517) 258-2420

Effective as of July 27<sup>th</sup>, 2017