

## TEACH TUTORS™ PRIVACY POLICY

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1. **RESPONSE TO REQUESTS FOR INFORMATION.** If you would like a phone call or request additional information, you are asked to provide your name, email address and phone number so that I may contact you as requested. This information is used for the sole purpose of me responding to your inquiry. **Your contact information is protected and never shared, sold or released to others.**
2. **RECORD KEEPING OF PURCHASES.** Your basic contact information is kept if/when you place an order. This is done for record keeping purposes only and, in the case of purchasing the digital/PDF workbook, for the purpose of granting you license to copy and distribute the workbook to your specific users. Any contact information that Teach Tutors by Monaghan has will be contained on the invoice that you receive. You have the right to update and/or correct any inaccuracies by contacting me via email. **Information about you and orders that you place is kept private and is not released or disclosed to others.**
3. **ONLINE PURCHASES.** If you choose to purchase material through the website, you will be directed to use Paypal where you will be bound and protected by their privacy policy, terms of use and security measures for the purchase. Paypal securely handles all payment information; therefore, **none of your financial information is ever disclosed to Teach Tutors by Monaghan.** Paypal is highly reputable and takes vigorous precautions to protect your online security; however, please be aware that they are a separate and independent entity; therefore, I cannot be liable or responsible for their actions or use of your information.
4. **FOLLOW UP CONTACT.** I may contact you via email after a purchase or a specific inquiry in order to thank you for a purchase, seek your feedback about a product that you purchased or refer you to additional resources that you may find helpful. These follow up contacts will be kept to a minimum (typically between 1 to 3 emails only) and **you will not be added or subscribed to any email or marketing lists.**
5. **PUBLIC FORUMS AND SOCIAL MEDIA.** Links to social media are provided on the website for your convenience should you wish to voluntarily share information about Teach Tutors with others. I am grateful whenever you chose to share information about this website with others; however, please remember that anything you decide to share on Social Media becomes public information and is subject to the rules and conditions of the specific social media platform as each of these companies is independent and has its own policies and terms of use.
6. **WEBSITE STATISTICS, COOKIES & TRACKING.** The host of this website, Homestead Technologies Inc., has policies in place regarding privacy, website tracking and cookies. Homestead gathers basic statistical information about the website and its use such as IP addresses, browser types and pages viewed while visiting the website to help diagnose problems with its servers and to operate the website. Homestead may also utilize “cookies” in order to track referrals from other websites. Homestead does not currently support “do not track” requests. Please visit the Homestead website directly if you have further questions about how they handle this type of information. Homestead Inc., like Paypal, is an independent entity and while they are a reputable company that takes precautions to safeguard privacy, I do not have control over their policies and cannot be held liable for their actions or handling of information.
7. **FOR VISITORS OUTSIDE OF THE U.S.** Teach Tutors by Monaghan is located within the United States and as such, records related to fulfilling your order and responding to inquiries that you make, are maintained in the United States. If you are a customer from outside of the U.S., making a purchase or an inquiry gives your express consent to your basic contact information being stored in the U.S. for the purpose of fulfilling an order or inquiry made by you and for the purpose of keeping records regarding previous orders.
8. **DATA SECURITY.** Teach Tutors by Monaghan has implemented measures designed to protect your personal information and to prevent unauthorized access to or use of your information. Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while I strive to protect your personally identifiable information, you acknowledge that there are security and privacy limitations of the Internet which are beyond my personal control for which I cannot be held liable.
9. **REVISIONS TO THIS POLICY.** Teach Tutors by Monaghan reserves the right to revise, amend, or modify this policy if needed or as required by law. Notice of any revision, amendment, or modification will be posted online.