

PRIVACY POLICY

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At Four Notes Publishing, we are committed to protecting the privacy and security of our website visitors, authors, and customers. This Privacy Policy for Four Notes Publishing (doing business as Four Notes Publishing (“**Four Notes Publishing**,” “**we**,” “**us**,” or “**our**”), explains how we collect, use, and disclose personal information and other data we receive from users of our website. By using fournotespublishing.com, you agree to the terms of this Privacy Policy.

Questions or concerns? Reading this privacy notice will help you understand your privacy rights and choices. If you still have any questions or concerns, please contact us at info@fournotespublishing.com

SUMMARY OF KEY POINTS

This summary provides key points from our privacy notice, but you can find out more details about any of these topics on the CONTENTS list below.

What personal information do we process? When you use our Services, we may process your name, email address, and username, depending on how you interact with Four Notes Publishing.

Do we process any sensitive information? We do not process sensitive personal information.

Do we receive any information from their parties? We do not receive any information from third parties.

How do we process your information? We process your information to provide and administer our services, communicate with you, for security and fraud prevention, and to comply with the law.

How do we keep your information safe? We have organizational and technical processes and procedures in place to protect your information.

CONTENTS

1. Collection of Information

We collect the personal information that you voluntarily provide to us when you register to our website, which are:

- Names
- Email Addresses
- Usernames

Sensitive Information. We do not process sensitive information.

Payment Data. We do not have access to your payment data. All payment data is stored by PayPal. You may find their privacy notice on this link:

<https://www.paypal.com/us/legalhub/privacy-full>

All information that you provide to us must be true, complete, and accurate, and you must notify us of any changes to such information.

2. How Do We Process Your Information?

We process your information so that you can create and log in to your account, as well as keep your account in working order. We also process your information to provide, improve, and administer our services, to facilitate account creation and manage your account, to communicate with you, for security and fraud prevention, and to comply with the law.

3. Protection of Information

We take reasonable measures to protect your personal information from unauthorized access, use, or disclosure, through a system of organizational security measures designed to protect the security of any information we process. However, no method of transmission over the internet or electronic storage is 100% secure. Therefore, we cannot guarantee the absolute security of your information.

4. How long do we keep your information?

We retain your personal information for as long as necessary to fulfill the purposes for which it was collected. If your purchased textbook is associated with an academic course, we retain your information for the length of the course/semester. All your

information is deleted from our system no later than three business days after the course/semester is completed.

5. With whom do we share your information?

We do not share your information with any other party. If your purchased textbook is associated with an academic course, your professor will be informed of your name, email address and username, for the duration of the academic period (i.e., a semester).

6. Your Rights

You have the right to access and correct your personal information, and to request that we delete your personal information. For refunds, please read our refund policy on the billing page. To exercise these rights, please contact us using the contact information provided below.

7. Changes to this Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page. We encourage you to review this Privacy Policy periodically for any changes.

8. Updates to this notice

We will update this notice as necessary to stay compliant with relevant laws. The date of the most recent update is listed under the heading of this notice.

9. Contact Us

If you have any questions about this Privacy Policy or our practices, please contact us at: info@fournotespublishing.com