Tools 2 Succeed, Inc. Privacy Policy

Tools 2 Succeed recognizes that your privacy is a personal and fundamental right. Tools 2 Succeed values and protects your privacy and places strict controls on the gathering and use of personally identifiable data. Your personal information is not disclosed, made available, or otherwise used for purposes other than those specified at the time of collection, except with your consent or as authorized by law or regulation.

Tools 2 Succeed follows these principles when collecting and managing personal information:

- Tools 2 Succeed will not sell or distribute your information to any third party without your consent or as authorized by law or regulation.
- We collect personal information about individuals only as allowed by law. Tools 2 Succeed will only gather information through lawful means. Any subsequent use of the information is limited to purposes given at the time of collection.
- We will not disclose personally identifiable information including personnel or similar files without express written permission from the individual to whom the information pertains. Personally identifiable data will not be disclosed, made available, or otherwise used by Tools 2 Succeed for purposes other than those specified, except with the consent of the subject of the data, or as required by law or regulation. Personally identifiable information includes, but is not limited to, information that is maintained by Tools 2 Succeed that identifies or describes an individual, including social security number, driver's license, physical description, home address, home telephone number, financial matters or health insurance information.
- We do not collect home, business or e-mail addresses, or account information from individuals that browse our Internet website. When you view information on our website, some non-confidential data may be collected, such as the time and date of access and where you went during your visit. The website may place and subsequently retrieve simple text files called "cookies" that identify you and your computer to our internet site. Cookies do not contain personal or confidential information about you and will only be used to monitor activity on this website.
- E-mail is considered a communication tool; any data you send via e-mail is not secured or encrypted by Tools 2 Succeed. If you fill out a survey or send to Tools 2 Succeed an e-mail message voluntarily, your e-mail address as well as any content included with the message will be collected. Do not send any confidential or personal data via e-mail such as your social security number, credit card number, checking account number, or other data that could be compromised. Use our secure check-out process to provide credit card or checking account data for purchases.
- Tools 2 Succeed may provide links to various other websites. Tools 2 Succeed assumes no responsibility for the information practices of sites that you are able to access through the Tools 2 Succeed website. You should read the privacy statements at these sites to determine their information use and practices. These links to other sites do not imply any affiliation or endorsement of a linked site.
- We tell people who provide personal information to Tools 2 Succeed the purpose for which information is collected. We specify the reasons for the collection of personally identifiable data at or before the time of collection, and inform individuals that any
subsequent use of the data shall be limited to and consistent with the fulfillment of those purposes.

- We tell people who provide personal information about their opportunity to review their personal information. We allow individuals who provide personal information to review their information and contest its accuracy or completeness.

- We have security measures in place to protect against loss, misuse, unauthorized access and modification of information under our control. Information voluntarily provided by you will be protected to the extent possible by the appropriate computer, network, and internet technical security controls at the employee and departmental level to prevent unauthorized access. Some of these security controls are: password and user identification verification, data encryption and secure storage areas.

- Tools 2 Succeed does not store or use personal information submitted by you any longer than necessary. In order to prevent unauthorized access or use of the data, personally identifiable information that is no longer required is destroyed via purging, magnetic degaussing/erasing, shredding and/or other means of authorized confidential destruction. Regularly scheduled archiving, purging, and proper disposal of records and information is a standard practice.

Please contact us to discuss any aspect of this privacy policy.