

# Privacy Policy

Protecting your private information is our priority. This Statement of Privacy applies to the <http://www.colettiinstitute.org> and Coletti Institute For Education & Career Achievement and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Coletti Institute For Education & Career Achievement include <http://www.colettiinstitute.org>, Coletti Institute, LiterateNation and [http](http://www.colettiinstitute.org). The Coletti Institute website is a nonprofit donations and information site. By using the Coletti Institute website, you consent to the data practices described in this statement.

## Collection of your Personal Information

Coletti Institute may collect personally identifiable information, such as your name. If you purchase Coletti Institute's products and services, we collect billing and credit card information. This information is used to complete the purchase transaction. We may gather additional personal or non-personal information in the future.

Information about your computer hardware and software may be automatically collected by Coletti Institute. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Coletti Institute website.

Coletti Institute encourages you to review the privacy statements of websites you choose to link to from Coletti Institute so that you can understand how those websites collect, use and share your information. Coletti Institute is not responsible for the privacy statements or other content on websites outside of the Coletti Institute website.

## Use of your Personal Information

Coletti Institute collects and uses your personal information to operate its website(s) and deliver the services you have requested.

Coletti Institute may also use your personally identifiable information to inform you of other products or services available from Coletti Institute and its affiliates. Coletti Institute may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

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

Coletti Institute 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 Coletti Institute, and they are required to maintain the confidentiality of your information.

Coletti Institute may keep track of the websites and pages our users visit within Coletti Institute, in order to determine what Coletti Institute services are the most popular. This data is used to deliver

customized content and advertising within Coletti Institute to customers whose behavior indicates that they are interested in a particular subject area.

Coletti Institute will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Coletti Institute or the site; (b) protect and defend the rights or property of Coletti Institute; and, (c) act under exigent circumstances to protect the personal safety of users of Coletti Institute, or the public.

## **Security of your Personal Information**

Coletti Institute secures your personal information from unauthorized access, use or disclosure.

### **Children Under Thirteen**

Coletti Institute collects personally identifiable information from children under the age of thirteen. Coletti Institute collects this information for the following reason(s): The Coletti Institute provides educational services and assistance to children of all ages..

We provide information about our personal data practices for children on our home page and wherever we knowingly collect personal data from children on our Web site. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website. If you are a parent and you have questions regarding our data collection practices, please contact us using the information provided at the end of this Statement of Privacy.

### **Opt-Out & Unsubscribe**

We respect your privacy and give you an opportunity to opt-out of receiving announcements of certain information. Users may opt-out of receiving any or all communications from Coletti Institute by contacting us here:

- Web page: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone: \_\_\_\_\_

### **Changes to this Statement**

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

### **Contact Information**

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

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