

**CPN SOLUTIONS, LLC**  
**Privacy Notice**  
(effective October, 2014)

**Our Commitment to Privacy**

Protecting your privacy and confidential information is important to CPN SOLUTIONS, LLC ("CPN"). This Notice sets forth the circumstances under which CPN may use personally identifiable information regarding our customers, such as name, address, phone number, email address or credit card number ("Customer Information"). Primarily, we collect such information to process orders, contact customers and provide our customers with an outstanding shopping experience. Except as specifically described in this Notice, CPN does not sell, rent or share such Customer Information with third parties.

**The Information We Collect**

This Notice applies to all information collected or submitted on the CPN website. On some pages, you can order products or services, make requests, and register to receive materials or information, physically or electronically. The types of personal information collected at these pages include:

Name  
Email address  
Password  
Billing Information  
Shipping Information  
Credit/Debit Card Information

On some pages, you can submit information about other people. For example, if you order a gift online and want it sent directly to the recipient, or if you want to make your photos available for others to view, you will need to submit the recipient's address or identifying information. In this circumstance, the types of personal information collected are:

Name  
Address  
Phone Number

In order to access our website, we will collect your unique user identification (e.g., your log-in or screen i.d., your name, your e-mail address) and a password.

**The Way We Use Information**

We use the information you provide about yourself when placing an order only to complete that order. In addition, when placing a gift order, we use the information you provide about someone else only to ship the product and to confirm delivery. We do not share this information with outside parties except to the extent necessary to complete that order and for tax or other reasons needed for our business (or to protect our rights or property).

We may offer gift cards by which you can personalize a product you order for another person. Information you provide to us to create a gift card is only used for that purpose, and it is only disclosed to the person receiving the gift.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose (unless you are registered to receive additional information from us) and are not shared with outside parties.

You can register with our website if you would like to receive additional information as well as updates on our new products and services. Information and offers of goods and services may be based on your personal preferences and activity on our site. Information you submit on our website will not be used for this purpose unless you fill out the registration form. Although you may receive information from us related to goods or services offered by third-party providers, no third-party will have access to your personal information, and your personal information will not be rented or sold for this purpose.

We use non-identifying and aggregate information to better design our website and to share with advertisers. For example, we may tell an advertiser that a certain number of individuals visited a certain area on our website. We do not share any information with advertisers that can identify an individual user.

We will divulge personal information to law enforcement agencies or other governmental agencies when required to do so or when we in good faith believe it is necessary in order to comply with legal obligations. We will, however, ask all governmental officials to provide us with acceptable reasons that we believe, in our sole discretion, support disclosure of personal information.

In the event that this site or substantially all of our assets are acquired, merged or reorganized, user information will of course be one of the transferred assets. We are the sole owner of any and all information collected through the use of the site.

Finally, we will not use or share the Customer Information provided to us online in ways unrelated to the ones described above without also providing you a method to opt-out or otherwise prohibit such unrelated uses. Please check this page from time to time for changes to make sure that you are aware of our latest privacy practices.

### **Our Commitment to Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place certain physical, electronic, and managerial procedures to safeguard and secure the information we collect online. CPN employs SSL - a specialized encryption and security technology -- to protect your Customer Information. In addition, we limit access of Customer Information to only those employees who need it to fulfill their duties. You should keep in mind that this website is run on software, hardware and networks, any component of which may, from time to time, require maintenance or experience problems or breaches of security.

Your Customer Information on our website is password-protected. We strongly recommend that you do not share your password with anyone and that you change it periodically. You may edit your CPN account information by using your CPN user name and password.

**CPN will not ask you for your password in an unsolicited phone call or in an unsolicited email.** You will only be asked for your user name and password when you initiate the contact and only if the user name and password are necessary to correct a service problem.

### **Our Commitment to Children's Privacy**

Protecting the privacy of the very young is especially important. For that reason, our website is intended for a general audience. We will not knowingly collect or maintain information at our website from children under 13, and no part of our website is directed to children under 13.

### **How You Can Access or Correct Your Information**

You can access, correct, and maintain all of your Customer Information by logging in to your CPN account. We use this procedure to better safeguard your information. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

### **How to Contact Us**

Should you have other questions or concerns about this privacy policy, please contact us at: CPN

CPN Solutions, LLC  
10015 Old Columbia Road, Suite B-215  
Columbia, Maryland 21046  
888-677-5770

or send us an email at [cpnsolves@gmail.com](mailto:cpnsolves@gmail.com)

### **Log Files, Cookies and IP Addresses**

CPN uses log files, cookies and IP addresses in limited ways.

Like most standard websites, CPN uses log files. These include: Internet Protocol addresses (IP addresses), browser type, Internet Service Provider (ISP), referring/exit pages, platform type, date/time stamp, and the number of clicks to analyze trends, administer the website, track user movement in the aggregate, and to gather broad demographic information for aggregate use. Log files are not intentionally linked to personally identifiable information.

Cookies (also known as HTTP cookies, or web cookies) are parcels of text that are sent by a server to a Web browser, and then sent back unchanged by the browser each time it accesses that server. In other words, a cookie is a piece of data stored on a user's computer that is tied to information about the user.

*CPN Cookies:* Contrary to popular belief, cookies do not extract private or personal information from your computer's memory. The job of a cookie is to record only information you volunteer to us upon registering or visiting the site. Cookies are tiny files placed onto the hard drive of your computer the first time you visit our website that enable our server to recognize or "remember" who you are next time you come back. CPN cookies are not tied to personally identifiable information. Currently, CPN intends to make only limited use of cookies for the purpose of delivering content and ads specific to your interests. For instance, cookies may be used to retain your

personal preferences, hold session information for a "shopping cart" or save your password so it doesn't have to be re-entered each time you log in.

*Advertiser Cookies:* CPN may post third party advertising banners. These ads may contain cookies used primarily to provide data to the advertiser about where visitors are coming from. While we do use cookies in other parts of our website as explained above, cookies received with banner ads may or may not be collected or controlled by our company. When you click on a banner ad, you should be aware that the advertiser might be collecting information without the permission of CPN. CPN is not responsible for the privacy practices or content of any advertisers.

*Advice on Limiting Cookies:* You always have a choice with respect to cookies. By modifying your browser preferences, you can accept all cookies, be notified when a cookie is set or reject (disable) all cookies. You are free to reject or disable the cookies, but you may not be able to use certain CPN services. In addition, features of this website may not work as intended or may be slowed if you decline to accept cookies. Please consult your browser instructions for information on how to modify your choices about cookies.

An IP address is literally your computer's address and is a unique identifier, allowing online information to be sent to the right place. We use IP addresses to better understand the customer database. We use your IP address to help diagnose problems with our server and to administer our website. Your IP address is also used to gather broad demographic information such as geographic distribution of our users. We do not intentionally link your IP address to your personally identifiable information.

### **Links**

CPN website may contain links or hyperlinks to other websites. CPN is not responsible for the privacy practices or content of other websites. This policy only addresses the use and disclosure of information we collect from you, and we encourage you to read the privacy statements/policies of each and every website you visit.

### **Important User Information**

By using our services, you consent to the collection and use of information in the manner described above. From time to time, we may make changes to our information practices or alter the functionality of the website. If we decide to change our privacy practices, we will post those changes on this page so that you are always aware of what information we collect, how we use it and under what circumstances we disclose it. Please check this page from time to time for changes to make sure you are aware of our latest privacy practices.