

## **Taube-Violante Privacy Policy**

Your privacy is important to us. Taube-Violante policies and procedures for electronic handling of customer information have been created as follows. Since Internet business and technologies are ever-changing, Taube-Violante policies are subject to change.

This statement discloses the information practices for Taube-Violante Web sites, including the type of information gathered and tracked, how the information is used, and how the information is shared.

In the course of serving its customers, Taube-Violante acquires, stores and transmits customer communications and information that customers may regard as private or sensitive. Some of this information - such as the customer's name, address, telephone number, and credit card data - is provided to Taube-Violante by its customers in order to establish service. Other information - such as the customer's account status, choice of services, and customer logs - is created and maintained by Taube-Violante in the normal course of providing service. We will disclose identifiable information to third parties to charge your credit card. For example, we must release your credit card information to the credit card processor and card-issuing bank to confirm payment. We may disclose information to third parties to fill your order and release your address and telephone information to the delivery service to deliver products you ordered. You may visit other merchants through links on our site who may collect and use your personal information. By doing so, you have left web sites owned by Taube-Violante and your election to give other companies any information is not governed by Taube-Violante's privacy policies or terms of service. In addition, Taube-Violante may store customers' electronic mail and other communications as a necessary component to the transmission and delivery of those communications. This information is required and a necessary part of completing your order or information request and will not be sold or provided to any third parties.

### IP

Your computer uses IP addresses every time you are connected to the Internet. Your IP address is a number that is used by computers on the network to identify your computer so that data (such as the Web pages you request) can be sent to you. Our Web servers automatically collect IP addresses. This information is used for site traffic reporting and analysis and shared with companies who host web sites with Taube-Violante. Their use of your information is subject to their applicable privacy policies.

### Cookies

Cookies are small pieces of information that a web site can store in a designated file on a user's computer for various reasons. Taube-Violante uses cookies on the pages of products sold online which record the customer information that is required on the order form. This information is then forwarded to an internal sales tracking database within Taube-Violante.

### No Spam

Taube-Violante, LLC maintains a strict "No Spam" policy. Your email address or mailing address will not be sold or rented to any third parties for any reason. If you sign up for an email newsletter or provide your email address as part of our information request process or ordering process, you may receive occasional follow up emails from Taube-Violante, LLC to inform you of product news, promotional information or customer satisfaction surveys. All online orders placed on our website are confirmed by email.

### Opt-out

If at anytime you wish to be removed from our email list, you may request to be removed by emailing [info@taube-violatne.com](mailto:info@taube-violatne.com) removals are usually completed within 48 hours. You may also call us direct to request removal from our email list by calling 203-849-8200.

### Security

All data collected on our secure product order forms will be encrypted for your security and privacy. Taube-Violante will protect the confidentiality of its customers' information, account information and personal communications to the fullest extent possible and consistent with the law and the legitimate interests of Taube-Violante, its partners, its employees and other customers of Taube-Violante services. To protect the loss, misuse, and alteration of information that is collected from customers, Taube-Violante has appropriate physical, electronic, and managerial procedures in place.

### Lawful disclosure of customer information

Disclosure of customer personal information, other than when necessary in order to provide service to the customer, will be disclosed and released upon receipt of a court order, subpoena, or to cooperate with a law enforcement investigation, without prior notice to you. Taube-Violante fully cooperates with law enforcement agencies in identifying those who use our services for illegal activities. We reserve the right to report to law enforcement agencies any activities that we in good faith believe to be unlawful.

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Policy is subject to change without notice.