



YOUR PRIVACY RIGHTS

TCLE recognizes that when you choose to provide us with information about yourself you trust us to act in a responsible manner. We believe this information should only be used to help us provide you with better service. That's why we have put a policy in place to protect your personal information. Below is a summary of our policy.

PERSONAL INFORMATION WE COLLECT

When you visit our Web site and access general information, you remain anonymous. Before we ask you for information we will explain how this information will be used. Your personal information will not be provided to any other company or individual without your express written permission, except that should you arrive at our site from an affiliated third party site and/or have a relationship with such an affiliated third party for which TCLE provides online CLE or other services, TCLE may provide information about your use of the TCLE site to that third party. In such cases, the information provided to the third party is governed by their Privacy Policies.

The TCLE site requires registration to access. There are occasions where we will ask for additional information. We do this to be able to better understand your needs and provide you with services that we believe may be valuable to you. Some examples of information our Web site collects are name, address, phone number and e-mail address. We give you the opportunity to elect not to receive materials from us. If you sign up to receive information from TLCE, such as an electronic newsletter, each message you receive from TCLE will include instructions on how you can be removed from that list.

Our Web site may also collect certain information about your computer's software and hardware, including such items as: your IP address, browser type, operating system, domain name, access times and referring Web site addresses. This information is used for the operation of the service, to maintain quality of the service (including diagnosis of reported problems), and to provide general statistics regarding use of the Web site. In a few areas on our Web site, we may ask you to provide information (such as your email address, a username and/or a password) that will enable us to verify whether you are entitled to access and use certain information, materials and services available from our Web site. Your participation in this is completely optional. However, failure to take part may mean that you cannot access and use certain information, materials and services.

TCLE WILL PROTECT YOUR PRIVACY

We will take appropriate steps to protect your privacy. This includes having put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. Whenever you provide sensitive information we will take reasonable steps to protect it. Online purchase of TCLE coursewares require that you provide a credit card number. Credit card purchases are made through our Partner PayPal® who takes reasonable security measures to protect your personal information in storage and to protect your Credit card transactions such as encrypting your card number. Credit card numbers are used only for payment processing and are not retained for marketing purposes. The PayPal® Privacy statement can be read at http://www.paypal.com/cgi-bin/webscr?cmd=p/gen/ua/policy_privacy-outside. TCLE nor PayPal® will not provide any of your personal information to other companies or individuals without your express permission, except that as noted above, under certain circumstances information about your use of the site may be provided to a



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third party or one of its subsidiaries. Since you may request of us certain certifications of your course access or course completion, we will provide information as required by the appropriate State accreditation authorities (e.g., CLE boards within a jurisdiction or another authority responsible for tracking and updating your course credit information on file) to enable you to continue to receive recognized credit or for TCLE to maintain its status as provider in good standing within that jurisdiction. Additionally, we may need to provide your name and delivery address to third parties that TCLE uses for the purposes of delivering specific services to you (e.g., customer support, or a shipping company if you have asked us to send something to you). Our Web site may provide links to third-party sites; since we do not control the Web sites of others, we encourage you to review the privacy policies of these third-party sites.

“COOKIES”

TCLE’s current policy is not to implement cookies. Web sites sometimes use cookies and log files to store and track information about you. A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. Because returning purchasers of TCLE coursewares must register TCLE has no requirement to collect login information previously provided. It is possible that in the future, TCLE will use information from cookies and log files to deliver relevant information to you and collect information we need to administer our service to you. In order for you to use our service we require that you have cookies enabled on your computer.

DATA STORAGE IN THE U.S.

Currently, The TCLE Web site only collects information store and process that information in databases located in the United States.

CAN YOU UPDATE PERSONAL PROFILES AT TCLE?

You can help TCLE maintain the accuracy of your information by notifying TCLE of any changes to your address, title, phone number, e-mail address, or other information we have requested. In some programs you may do this online or through customer support by following the instructions on membership profile pages. You may also update your information by sending e-mail to admin@TCLE.com. If at any time you wish to stop receiving an electronic newsletter from TCLE, you can unsubscribe as explained in the newsletter or contact us at the addresses given here. Please include your name, address, and e-mail address, and a description or example of any communication that you no longer wish to receive.

QUESTIONS?

Due to the rapid evolution Internet technology TELC we may occasionally update this policy. TCLE welcomes your comments and questions on this policy. We are dedicated to protecting the personal information of our clientele and we will make every reasonable effort to keep that information secure. Please direct your questions to admin@TCLE.com.