

# PRIVACY POLICY

## Information we collect and how we use it

Our online ordering process and product information requests requires your contact information, such as your address, telephone number and e-mail address and (billing information such as credit card number, acquired through PayPal prior to starting project). We also ask you to tell us how you heard about us. We use that information for our marketing needs. By providing your contact information, we may contact you in connection with products and services that you request, such as confirming your request for information or confirming an online order. Any form submitted from Blackdragon Designs' web site will also include your IP address. We use this to track fraudulent submissions and network abuse.

## Personal Information

We respect your right to privacy and we understand that, as a visitor to Blackdragon Designs, you prefer to control your own personal information and preferences. For this reason, we may ask you to register or to provide personal information and preferences when you visit certain areas of Blackdragon Designs, download free software, request information, or subscribe to our newsletter.

We will guard the personal information you share with us to ensure the content, services, and advertising that we provide on [www.blackdragondesigns.com](http://www.blackdragondesigns.com) are always tailored to your current, designated preferences.

When you provide us with your name, e-mail address, mailing address or telephone number, we may use the provided information to alert you to new products, product upgrades, special offers and other information.

We do not offer or sell any user-provided information to third parties.

We respect the rights you give us when opting to receive e-mail communications and we enforce internal policies to preserve those rights. It is our objective to retain the long-term ability to continue to communicate with you.

If you do not want us to contact you, you may "opt out" of this preference at any time. You'll always have the option to opt back in and have us contact you based on your previous or new preferences.

If you choose not to register or provide personal information, you can still visit most of our website; however, you will not have access to areas that require personal identification.

If you elect to use our "Tell A Friend" feature to inform a friend about our website or our products, we ask you for the friend's name and e-mail address. We will automatically send the friend an e-mail message with the specified information. We will not use the friend's information to contact them in the future.

## Cookies

We only use "cookies" as described in this Section. A "cookie" is a piece of information that our Web site sends to your browser, which then stores this information on your system. If a cookie is used, our Web site will be able to "remember" information about you and your preferences either until you exit your current browser window (if the cookie is temporary) or until you disable or delete the cookie. Many users prefer to use cookies in order to help them navigate a Web site as seamlessly as possible. You should be aware that cookies contain no more information than you volunteer, and they are not able to "invade" your hard drive and return to the sender with personal or other information from your computer.

Our uses of "cookies" are limited to the following specific situations. The only situation is with respect to temporary cookies. If you are accessing our services through one of our online applications, our Web server may automatically send your browser a temporary cookie, which is used to help your browser navigate our site. The only information contained in these temporary cookies is a direction value that lets our software determine which page to show when you hit the back button in your browser. This bit of information is erased when you close your current browser window. If you come to our site from one of our business partners, our Web server may also send your browser a temporary cookie that reflects an "origination code" for that business partner. We use this information for statistical and marketing purposes.

## Links to Other Web Sites

For your convenience, this site may contain certain hyperlinks to other pages. While we have posted our Privacy Policy on our web site, we can make no promises or guarantees regarding data collection on the hyperlinked pages and sites. We therefore recommend that you read the privacy policy/statement for each site you visit.

## Security

When you provide information on our web site, we take every precaution to keep your information secure. We limit access to personally identifiable customer information to those employees who have a legitimate business reason for the information. We educate our employees on the importance of maintaining the confidentiality of customer information and use disciplinary measures to enforce our privacy policy. Even though we take care in protecting your personal information, we cannot guarantee the security of data on our system and our servers.

## Changes to Our Privacy Policy

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If, however, we are going to use users' personally identifiable information in a manner different from that stated at the time of collection we will notify users by posting a notice on our Web site for 30 days.

If users have any questions or suggestions regarding our privacy policy, please contact us online through our forms or by e-mail at:

Blackdragon Designs  
[www.blackdragondesigns.com](http://www.blackdragondesigns.com)  
contact@blackdragondesigns.com

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