

Last Updated/Effective Date: July 16, 2024

High-Value Writing LLC, its affiliates, and its subsidiaries (“**High-Value Writing**”, “**we**,” “**us**,” or “**our**”) respect your privacy. This Privacy Policy describes the processing of Personal Information (defined below) that is provided, collected, or shared on the sites, applications, social media pages, other platforms that link to this Privacy Policy (collectively, the “**Site**”), or in connection with the provision of products or services to you (the “**Services**”). It also describes rights you may have under applicable laws.

1. PERSONAL INFORMATION WE COLLECT

We may collect a range of Personal Information. “Personal Information” means information that uniquely identifies, relates to, describes, or is reasonably capable of being associated with or linked to you.

The types of Personal Information we collect may include:

- **Contact Information** – If you submit an inquiry, register for an account, or provide information on our Site, or through our Services, we may collect your contact information. This may include your name, address, email address, demographic information, and phone number.
- **Commercial information** – Information about purchases, subscriptions, products and services you have shown interest in, and payment processing information.
- **Usage Information** – When you use our Site or Services, our servers may automatically record information, including your Internet Protocol (IP) address, geolocation of your device, browser type, referring URLs (e.g., the site you visited before coming to our Site), domain names associated with your internet service provider, or other information regarding your interaction with the Site or Services.
- **Communication Information** – We may collect the contents of your communications with us, whether via e-mail, chat functionality, social media, telephone or otherwise, and inferences we may make from other Personal Information we collect. Where permitted by applicable law, we may collect and maintain records of calls and chats with our agents, representatives, or employees via message, chat, post, or similar functionality.

2. HOW WE COLLECT YOUR PERSONAL INFORMATION

- **Directly From You** – If you choose to contact us, or request or purchase products, Services, or information from us.
- **From Third Parties** – We may work with business partners, subcontractors, advertising networks, analytics providers, and search information providers, who may provide us with Personal Information about you.

- **Online Tracking Technologies** – We may use cookies and similar technologies such as pixels, web beacons, and local storage to collect Personal Information related to online activities. For additional information regarding our use of these technologies, refer to Section 5 below.

3. HOW WE USE PERSONAL INFORMATION

To the extent permitted by applicable law, we may use Personal Information to:

- operate the Site, provide the Services, and provide support to our business functions;
- fulfill Customer requests or provide Customer Support;
- protect against criminal activity;
- protect or enforce our legal rights;
- send you information about our company or the Services;
- respond to reviews, comments, or other feedback provided to us;
- enhance, support, and personalize the Site and our advertising or marketing efforts;
- protect the security and integrity of the Site;
- develop new products or services
- engage in benchmarking, data analysis, or audits;
- meet our contractual requirements;
- comply with applicable legal or regulatory requirements and our policies; and
- the extent necessary for any other lawful purpose for which the Personal Information is collected.

4. SHARING OF PERSONAL INFORMATION

We do not share Personal Information with our business partners or corporate affiliates. However, we may share your Personal Information in the following circumstances:

- **Legal Obligation or Safety Reasons** – When we have a good faith belief that access, use, preservation or disclosure of Personal Information is reasonably necessary to (a) satisfy or comply with any requirement of law, regulation, legal process, or enforceable governmental request, (b) enforce or investigate a potential violation of any agreement you have with us, (c) detect, prevent, or otherwise respond to fraud, security or technical concerns, (d) support auditing and compliance functions, or (e) protect the rights, property, or safety of High-Value Writing, its users, or the public against harm.
- **Merger or Change of Control** – If we are involved in a merger, acquisition, or any other transaction involving a change of control in our business including but not limited to a bankruptcy or similar proceeding, Personal Information may be transferred along with the business. Where legally required, we will give you prior notice before such a transfer occurs.
- **Service Providers** – We may share your Personal Information with third party

service providers as required to enable them to support the Site, the Services, or other aspects of our business.

5. COOKIES AND OTHER TRACKING TECHNOLOGIES

We collect Personal Information and other data from cookies, pixel tags, and tracking technologies. We allow or enable certain third parties to collect Personal Information to provide their advertising Services.

We use analytics services, including Google Analytics, to assist us with analyzing our website traffic. These services utilize cookies and other technologies that collect your Personal Information.

In addition, most browsers provide you with the ability to block, delete, or disable cookies, and your mobile device may allow you to disable transmission of unique identifiers and location data. If you choose to reject cookies or block device identifiers, some features of the Site may not be available, or some functionality may be limited or unavailable. Please review the help pages of your browser or mobile device for assistance with changing your settings.

6. HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION

We will retain your Personal Information for as long as necessary to fulfill the purposes for which it has been collected, as outlined in this Privacy Policy, or any longer retention period required by law. To determine the appropriate retention period for Personal Information, we consider the amount, nature, and sensitivity of the Personal Information, the potential risk of harm from unauthorized use or disclosure of your Personal Information, the purposes for which we process your Personal Information and whether we can achieve those purposes through other means, and the applicable legal requirements.

7. HOW WE PROTECT YOUR PERSONAL INFORMATION

We and our service providers use commercially reasonable efforts to protect the confidentiality and security of Personal Information we collect and process. However, we cannot guarantee the security of Personal Information during its transmission to or from us, its storage on our systems, or that our security measures will prevent third parties from accessing or acquiring the Personal Information we collect.

8. YOUR CHOICES AND CONTROLS

Only you, or an authorized agent that you authorize to act on your behalf, may make a request related to your Personal Information. You may also make a request on behalf of your minor child. We must verify your identity before fulfilling your requests. If we cannot initially verify your identity, we may request additional information to complete the verification process. We will only use Personal Information provided in a request to

verify the requestor's identity. If you are an authorized agent making a request on behalf of a consumer, we will also need to verify your identity, which may require proof of your written authorization or evidence of a Power of Attorney.

We endeavor to respond to requests within the time required by applicable law. If we require more time, we will inform you of the reason and extension period in writing. We do not charge a fee to process or respond to your request unless it is excessive, repetitive, or manifestly unfounded. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.

We may deny certain requests, or only fulfill some in part, as permitted or required by law. For example, if you request to delete Personal Information, we may retain Personal Information that we need to retain for legal purposes.

You may only make a request for access or data portability twice within a 12-month period. The request must:

- Provide sufficient information that allows us to reasonably verify you are the person about whom we collected Personal Information or an authorized representative.
- Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

To exercise any of the privacy rights afforded to you, please submit a request to support@highvaluewriting.com.

You will not be discriminated against in any way by virtue of your exercise of the rights listed in this Privacy Policy which means we will not deny goods or services to you, provide different prices or rates for goods or services to you, or provide a different level or quality of goods or services to you.

9. MARKETING EMAILS

To opt out of marketing emails, please email us at support@highvaluewriting.com.

Please note that, even if you unsubscribe from certain correspondence, we may still need to contact you with important transactional or administrative information, as permitted by law. Additionally, if you withdraw your consent or object to processing of your Personal Information, or if you choose not to provide certain Personal Information, we may be unable to provide some Services to you.

10. INTERNATIONAL USE OF THE SITE

This Site is hosted in the United States. As a result, the Personal Information that we collect and generate about you as you use the Site may be transferred, stored, or

accessed in a destination outside of your country which may have less strict, or no data protection laws, when compared to the laws in your country.

11. CHILDREN'S PRIVACY

We do not knowingly collect or solicit any Personal Information from children under the age of sixteen. If we learn that we have collected Personal Information from a child, we will promptly take steps to delete that information.

12. LINKS TO THIRD-PARTY WEBSITES

We are not responsible for the practices employed by any websites or services linked to or from the Site, including the information or content contained within them. We encourage you to investigate and ask questions before disclosing Personal Information to third parties, since any Personal Information disclosed will be subject to the applicable third party's Privacy Policy.

13. CHANGES AND ACCESSIBILITY

Please note that we may occasionally modify or update this Privacy Policy, so please review it periodically. We will provide you with notice as required by applicable law if material changes are made. Unless otherwise indicated, any changes to the policy will apply immediately upon posting to the Site.

This Privacy Policy is available to consumers with disabilities. Click the link to access an [alternative downloadable format](#).

14. CONTACT US

If you have any questions about our practices or this Privacy Policy, please contact us at support@highvaluewriting.com.