

# ***BiToolkits Privacy Policy***

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## **Our Commitment to your Privacy**

BiToolkits is committed to protecting your privacy and ensuring that your data is completely secure.

If you have any questions or problems with any aspect of our privacy policy, please contact us.

## **Security of your Personal Information**

Information stored in our system is accessible to authorized BiToolkits personnel only. We strictly enforce our privacy policies with our employees and any breach of this policy will result in termination and the pressing of criminal charges where there are grounds.

## **How we use your Personal Information**

Your personal information will be used in order to provide you with the requested products and services. This includes the use of information for completing transactions or communicating back to you. Credit card numbers are used only for payment processing and are not used for any other purpose.

We may also use personal information in a manner that does not identify you specifically nor allow you to be contacted but does identify certain criteria about our users in general (such as we may inform third parties about the number of users we have).

## **Who we share your Personal Information with**

We will NOT sell or rent your name or personal information to anyone else. We DO NOT sell, rent or provide outside access to our mailing list at all.

If required by law, search warrant, subpoena, court order, or credit card fraud investigation, BiToolkits may be required to release such personal information.

BiToolkits will share your information with third parties only to the extent necessary to provide the services and products requested by you. All such third parties are prohibited from using your personal information except to provide these services and they are required to maintain the confidentiality of your information.

## **Collection of your Personal Information**

BiToolkits only saves such personal information that is necessary for you to access and use our services. This personal information includes, but is not limited to, first and last name, email address, phone number, other payment processing information and document creation data. Upon request, we will delete your personal information.