

Privacy Policy

This Privacy Policy governs the manner in which Iris Documents LLC collects, uses, maintains and discloses information collected from users (each, a "User") of the IrisDocuments.com website ("Site"). This privacy policy applies to the Site and all products and services offered by Iris Documents LLC.

Personal identification information We may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our site, place an order and in connection with other activities, services, features or resources we make available on our Site. Users may be asked for, as appropriate, name, email address, mailing address, phone number, credit card information, Users may, however, visit our Site anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, except that it may prevent them from engaging in certain Site related activities.

Non-personal identification information We may collect about Users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer and technical information about Users, means of connection to our Site, such as the operating system and the Internet service providers utilized and other similar information. Web browser cookies or "cookies" Our Site may use to enhance User experience. The User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. A User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

Iris Documents LLC collects and uses Users personal information for the following purposes:

- To improve customer service - Your information may help us to more effectively respond to your customer service requests and support needs.
- To process transactions - We may use the information Users provide about themselves when placing an order only to provide service to that order. We do not share this information with outside parties except to the extent necessary to provide the service.
- To send periodic emails - The email address Users provide will only be used to send them information and updates pertaining to their account. It may also be used to respond to their inquiries or provide information about their site usage. If User decides to opt-in to our mailing list, they will receive emails that may include company news, updates, related product or service information, etc. If at any time the User would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email or User may contact us via our Site.

Iris Documents LLC protects your information by employing the following efforts:

- We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.
- Sensitive and private data exchange between the Site and its Users happens over a SSL secured communication channel and is encrypted and protected with digital signatures.

- Our Site remains in compliance with PCI vulnerability standards in order to create as secure of an environment as possible for Users.

Iris Documents LLC has the discretion to update this privacy policy at any time. When we do, we will revise the updated date at the bottom of this page, and send each existing User an email. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

By using this Site, you signify your acceptance of this policy and terms of service. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact the website administrator using the website support services:

Iris Documents LLC

IrisDocuments.com

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