

## **PRIVACY PRACTICE**

### **Who I am**

My name is Autumn Bellard, and I trade under the business name of Autumn Rose Designs. I am located in Portland, Oregon 9714. My website address is: <https://autumnrosedesigns.org>

Last modified **May 22, 2023**, to update our Privacy Notice.

This Privacy Notice describes how Autumn Rose Designs protects the personal information of our customers who enter into a services agreement with Autumn Rose Designs. This Privacy Notice provides details about how your personal information is collected, disclosed and used by us, as well as an explanation of the data rights you may have in that personal information.

### **CATEGORIES OF INFORMATION WE COLLECT ABOUT YOU**

We collect the following information from you when you provide it to us:

- Information that you provide prior and during any registration process, including in connection with a co-branded offer (such as your name, company name, email address, phone number, billing address or credit card information, geographic location and industry)
- Information you provide when you call us, email us, or otherwise contact us for support or otherwise.
- Information you provide when you use our Services such as through email, phone calls, or screen sharing services.
- Payment information, including credit card data and billing address when you purchase some of our Services.

### **HOW WE USE YOUR INFORMATION**

We use the information we collect, both on its own and combined with any other information we collect about you, for the following business and commercial purposes:

- To provide the requested Services to you.
- To provide you with useful content.
- To ensure the proper functioning of our Services.
- To offer and improve our Services.
- To diagnose problems with our servers or our Services.

- In connection with our security and compliance programs.
- To administer our websites.
- To communicate with you.
- To create directories (only when you explicitly ask to be included).
- To bill for Services.
- To assist us in offering you a personalized experience or otherwise tailor our Services to you.
- As otherwise described in this Privacy Notice.
- Payment information that you provide to us, including credit card data, will only be used to facilitate payment for the Services.

## **AUTHORIZED USERS**

All users authorized by you to have access to your account can view personal information stored in the account. A primary account holder can view personal information saved in subaccounts to which they have authorized access. We use information about authorized users only for legitimate purposes consistent with this Privacy Notice, including servicing your account and marketing products and services to you.

## **LEGAL PROCESS**

If legally required to do so, or if we have a good faith belief that such disclosure is reasonably necessary, we may disclose your personal information to courts of law, public authorities (including to meet national security or law enforcement requirements) and other relevant third parties, such as internet service providers, to conduct an investigation, respond to a third party or law enforcement subpoena or court order, to bring legal action, prevent harm to others or pursue other relief when you or a third party are or may be:

- Violating our terms and conditions of use.
- Causing injury or other harm to, or otherwise violating the property or other legal rights, of us, other users, or third parties.
- Violating federal, state, local, or other applicable law.

To the extent we are legally permitted to do so, we will notify you in the event that we are required to provide your personal information to third parties in connection with a subpoena, as required by law, court order or other government or law enforcement authority or regulatory agency (including ICANN) in order to enforce or apply our Services Agreement or

other agreements.

## **TRACKING TECHNOLOGIES**

We use cookies, web beacons, pixels, tags, scripts and other similar technologies in the course of our business.

### Cookies

Cookies are small text files that are placed on your computer to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping baskets, and provide anonymous tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better.

If you wish to disable or block the use of cookies entirely, you can do so by activating that setting in your web browser. In most browsers, this is known as using its private browsing or “incognito” mode. For further help with this, you can take a look at the Help menu of your browser or visit the About Cookies website which offers guidance for all modern browsers.

My website uses cookies to distinguish you from other users on my website. This helps me to keep track of how my website is used, so that I can be better informed to make changes and improvements in the future. By continuing to use my website, you are agreeing to my use of cookies.

### Analytics

The main type of cookie used on my website is for Google Analytics. These cookies allow me to recognize and count the number of visitors and to see how visitors move around my website when they are using it. This helps me to improve the way the website works, by ensuring that users are finding what they are looking for.

Embedded content from other websites.

Articles on this site may include embedded content (e.g., videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that web.

## **HOW PERSONAL INFORMATION IS USED**

We retain your personal information to provide Services to you and as otherwise necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. We will retain your personal information for no more than seven years following the date on which you terminate your use of the Services, unless we are otherwise required by law or regulation to retain your personal information for longer. For example, where you have a contract with us, we will retain your data for the length of the contract, and will further retain that information for a time period consistent with our legal or regulatory responsibilities after the termination or expiration of your Services with us in order to allow us to resolve disputes, enforce our relevant Service Agreement, and to adhere to the technical and legal requirements and constraints related to the security, integrity and operation of the websites.

You have the right to make requests regarding your personal information. You can:

- If you have submitted data using my contact form or have left comments on any of my blog articles, you can request to receive an exported file of the personal data that I hold about you, including any data you have provided to me.
- You can also request that I erase any personal data held about you. This does not include any data I am obliged to keep for administrative, legal, or security purposes.
- In certain circumstances, receive or (if technically feasible) ask us to provide your personal information to a third party, in a structured, commonly used and machine readable format, although we will not provide you with certain personal information if to do so would interfere with another's individual rights or where another exemption applies.
- Withdraw your consent to process your personal information in circumstances where we are relying on your consent as our basis for processing.

## **CHILDREN**

Our Services are not directed to persons under 18. We do not knowingly collect personal information from children under 18. If you are a parent or guardian of

such a child and become aware that your child has provided personal information to us, please contact us as described in this Privacy Notice and we will take reasonable steps immediately to remove any such information.

## **NOTIFICATION OF CHANGES**

We reserve the right to modify this Privacy Notice at any time, so please review it frequently. If we decide to change this Privacy Notice in any material way, we will notify you here, by means of a notice on <https://autumnrosedesigns.org> prior to the change becoming effective. In all cases, your continued use of any Services constitutes acceptance to any such changes.

## **CONTACT US AND COMPLAINTS**

If you have any questions about this Privacy Notice or our data handling practices, or you wish to make a complaint, you may contact me at [autumnbellard97@gmail.com](mailto:autumnbellard97@gmail.com)