

# Privacy Policy

This document describes the Another View Editing privacy policy guidelines regarding the collection and use of personal or corporate information that you provide to us.

This privacy policy was last updated December 2012; Sheard Photography may modify the provisions of this privacy policy from time to time. The new provisions will be effective as soon as they are posted. Please check this document periodically to ensure that you are aware of any change.

## Types of information we gather and how we use it

Another View Editing may collect information from users of its web site, potential customers, prospective employees, and alliance relationships to name a few, including the information you provide to us by submitting information to us through use of the site.

Sheard Photography may keep track of this information and the information that you provide to us when you visit the site for our internal review, business development, research, marketing, and we store this information for the minimal amount of time necessary. We may also use this information to solicit e-mail for business development, research, marketing or promotional purposes or press enquiries. It is our practice to provide you with an opportunity to opt in for e-mail communications and remove yourself from this distribution list by sending us an e-mail to remove. We store this information in our database and do not plan to share it with third parties, except as described in this policy. If we ever need to share this information with other third parties, we will notify you. You can review and update your information by contacting us at [contact@anotherviewediting.com](mailto:contact@anotherviewediting.com).

Another View Editing may contact all persons placing an enquiry about Another View Editing services, contact all clients before and after contracts, use the details of any book or other manuscript edited by Another View Editing (including details of names, locations and service provided) in our promotional material including both internet and traditional marketing formats, unless you, the client, specifically request otherwise at the time of booking, use promotional text, imagery, or cover images for any book we are employed to document to promote Another View Editing, unless you, the client, specifically request otherwise at the time of booking.

## Cookies

We use 'Cookies' in order to personalize your visit to our web site and enhance the experience by gaining a better understanding of your particular interests and customizing our pages for you. A cookie is a message given to a web browser by a web server and which is then stored by the browser in a text file. Each time the browser requests a page from the server this message is sent back which enables the user to be identified. We may use the information provided by cookies to analyse trends, administer the site, or for research and marketing purposes to help us better serve our clients. No information which personally identifies you will be collected through the cookies. You can set your browser to notify you before you receive a cookie so you have the chance to accept it and can set your browser to turn off cookies. No personally identifying information from you will be collected as part of these cookies.

## Links

The Another View Editing web site may contain links to partners, clients, and other sites of interest to our users. Another View Editing does not control the privacy practices of these other sites. You should

make sure that you know when you have left our web site and, if the web site you visit collects personal information, that you have read that site's privacy policy.

## **Security**

Another View Editing protects your personal information with several security measures. In addition to normal precautions such as physical security and firewalls, we have strict internal security policies.

## **Information sharing and disclosure**

Another View Editing will not provide information about you, except as set forth herein:

We may provide the information collected as stated herein to our business partners, which are under non-disclosure agreements with us not to disclose the information to anyone else, in order to assist us in growing our business with respect to similar products and services. If you do not want your information shared in this manner you will have a chance to opt out prior to collection.

We will provide the information collected in the event we are required to provide such information by a court, administrative or governmental order or subpoena or other legal process.

If we believe it is necessary to share your information in order to investigate, prevent or take action regarding illegal activities, suspected fraud, violations of Another View Editing's terms of use or as otherwise required by law we will provide the information collected.

In the event of a corporate reorganization, either by an operation of law, merger or purchase of assets, your information may be subject to a different privacy policy which we will make available on our web site.

## **Privacy complaints**

If you have any questions regarding this policy, believe Another View Editing has not complied with the provisions of this privacy policy or you wish to remove your personal data from our records, please e-mail us at [contact@anotherviewediting.com](mailto:contact@anotherviewediting.com)

## **General**

These are our current privacy policy guidelines that can be modified at any time by Another View Editing. This is not a contract.