

## **CTCSmallBusiness.com User Agreement and Privacy Policy**

By accessing the website at <http://www.ctcsmallbusiness.com/>, you are agreeing to be bound by these terms of service, all applicable laws and regulations, and agree that you are responsible for compliance with any applicable local laws. If you do not agree with any of these terms, you are prohibited from using or accessing this site. The materials contained in this website are protected by applicable copyright and trademark law.

CTC Photography is committed to providing a positive experience on our website, with the assurance that your privacy is protected. Your privacy is important to us. It is CTC Photography's policy to respect your privacy regarding any information we may collect from you across our website, <http://www.ctcsmallbusiness.com/>, and other sites we own and operate.

Here in our privacy policy and terms of service, we give you detailed information on how and why information may be collected on our website, and how it is used, and the limited conditions under which it may be disclosed to others.

### **Website Cookies**

Cookies are bits of information that are stored on your computer by your web browser. Although the cookies don't store any of your personal information, they do allow this website to provide you with a more personalized user experience, to track your use of the website, to analyze website activity and to allow you to login and begin use of the website automatically when you visit.

Whether you want your web browser to accept cookies or not is up to you. The Help portion of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies, how to be notified when you receive a new cookie, or how to disable cookies altogether. If you haven't changed your computer's settings, most likely your browser already accepts cookies. You can also disable or delete similar data used by browser add-ons, such as Flash cookies, by changing the add-ons settings.

### **Google Analytics**

When someone visits [www.ctcsmallbusiness.com](http://www.ctcsmallbusiness.com), a third party service, Google Analytics, collects standard internet log information and details of visitor behavior patterns. This gives us information such as the number of visitors to the site. Analytic tools may also collect IP address information and non-personal information such as operating system, browser software, Internet domain and host names, and activity on the website. We use such information to optimize the website.

### **Links**

Our website may link to external sites that are not operated by us. Please be aware that we have no control over the content and practices of these sites, and cannot accept

responsibility or liability for their respective privacy policies. It is your responsibility to check the privacy policy of any other website.

### **Personal Information**

We only ask for personal information when we truly need it to provide a service to you. We collect it by fair and lawful means, with your knowledge and consent. We also let you know why we're collecting it and how it will be used.

If we collect such information that you have given us, we only retain collected information for as long as necessary to provide you with your requested service. What data we store, we'll protect within commercially acceptable means to prevent loss and theft, as well as unauthorised access, disclosure, copying, use or modification.

We don't share any personally identifying information publicly or with third-parties, except when required to by law.

You are free to refuse our request for your personal information, with the understanding that we may be unable to provide you with some of your desired services.

### **Access to Your Personal Information**

If we have collected personal information from you, you are entitled to view, amend, or delete the personal information we hold. Email your request to [CTCPortraits@gmail.com](mailto:CTCPortraits@gmail.com).

### **Changes to this Agreement and Privacy Notice**

CTC Photography may revise these terms of service and privacy policy for its website at any time without notice. By using this website you are agreeing to be bound by the then current version of these terms of service.

Your continued use of our website will be regarded as acceptance of our practices around privacy and personal information. If you have any questions about how we handle user data and personal information, feel free to contact us.

This policy is effective as of 24 May 2018.