

## **PRIVACY POLICY**

### **Who We Are**

A summary of who we are and what we offer may be viewed at Tax Preparer Learning Systems, LLC ("Tax Preparer Learning Systems") web site.

### **Our Commitment To Privacy**

Your privacy is important to us. To better protect your privacy, we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested. This policy supplements other materials you may have received or will receive from Tax Preparer Learning Systems. If any conflicts should occur between this policy and those materials, the provisions of the other materials apply.

### **The Information We Collect**

When you visit Tax Preparer Learning Systems' web site or interact with our organization, we will not collect any personally-identifiable information about you unless you decide to provide information to us.

This notice applies to all information collected or submitted on Tax Preparer Learning Systems' web site. On some pages, you can order services, make requests, and register to receive materials. You are not required to provide this information, however the services we can offer you may be limited without it. We use this information solely as required to respond to your particular request and to improve both the usability of our site and our user support procedures. The types of personal information collected at these pages include

- \* Name
- \* Company name
- \* Title
- \* Address
- \* E-mail address
- \* Telephone number
- \* Services requested

Our Web site also automatically logs visitors' IP addresses and Internet Service Providers ("ISPs"); and may record information such as confirmation email messages sent, opened, delivered and clicked through. Tax Preparer Learning Systems may also record information to help prevent the misuse of our system.

### **Cookies**

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. We use cookies to keep track of session ID numbers when a user logs into their account.

This allows the system to simultaneously keep track of multiple login sessions. Once the user logs out and closes their browser, the cookie expires. If a user rejects the cookie, they may still use all areas of our site with the exception of account login.

### **The Way We Use Information**

We use the information you provide about yourself when placing an order to complete that order. We use return e-mail addresses to answer the e-mail we receive. We use non-identifying and aggregate information to better design our web site, diagnose problems with our Web server, and administer our web site. For example, we may gather information telling us that X number of individuals visited a certain area on our web site, or that Y number of men and Z number of women filled out our registration form.

### **Our Commitment To Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

### **Protecting the privacy of the very young is especially important.**

For that reason, we never collect or maintain information on our web site from those we actually know are under the age of 13, and no part of our web site is structured to attract anyone under the age of 13. In the event Tax Preparer Learning Systems learns that a registrant is under the age of 13, we will take steps to ensure that that registrant's information is deleted from our database. We encourage parents to actively participate in their children's activities on the Internet and to educate children on the safe use of the Web.

### **Consent**

At Tax Preparer Learning Systems', we believe that our visitors own their personal information. We will always give our registrants a choice regarding how the personally identifiable information they provide us may be used. Our customers will always have the opportunity to opt in or out of any data collection or distribution, although some services we provide may be limited.

### **Disclosure**

Tax Preparer Learning Systems will not willfully share the personally-identifiable information collected from our customers without their consent. The only exception to this policy is when we are required to do so by a legal statute, a law enforcement agency, or regulatory authority. This will usually be done only after we receive a court order or subpoena that requires us to release information.

In certain cases, an emergency request from a verifiable law enforcement agency may be honored prior to receiving a court order or subpoena. We will make every reasonable effort to notify our customers as soon as possible if we receive a request for the release of information so that our customers can have the opportunity to pursue any legal rights and remedies they may have under the law.

Under certain circumstances, a court order or law may prohibit us from notifying our customers of a request for information. Examples of this include cases in which fraud and/or criminal activity is suspected. In these cases, we will make every effort to notify our customers, at the earliest possible time permissible under the law.

### **Accountability**

Tax Preparer Learning Systems takes the responsibility to manage your information and protect your privacy very seriously.

Because we are committed to your privacy and value your trust, this site has agreed to notify you of the following:

1. What personally identifiable information of yours is collected
2. What organization is collecting the information
3. How the information is used
4. With whom the information may be shared
5. What choices are available to you regarding the collection, use, and distribution of the information
6. What type of security procedures are in place to protect the loss, misuse, or alteration of information under the company's control
7. How you can correct any inaccuracies in the information

### **How To Correct or Update Your Information**

You can correct factual errors in and update your personally identifiable information by sending us a request that credibly shows errors or includes the updated information. You may also do so by contacting us by telephone. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

### **Third-Party Sites**

To better serve you, we often provide links to other web sites that may be of interest to you. We have no control over and are not responsible for the content or the operators of such sites. Therefore, this privacy policy will not apply to information you may provide on such sites. You should contact the operators of any web site if you are concerned about the privacy of the information that may be collected when you use the site.

### **How To Contact Us**

Should you have other questions or concerns about this privacy policy or this web site, please call us at 855-672-8628, or send us an e-mail at [wsm156@gmail.com](mailto:wsm156@gmail.com), or write us at 2360 Weslan Drive, Plover, WI 54467. For security purposes, please do not include confidential information, such as a social security number or order-tracking number, in any email or other correspondence.