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# PRIVACY POLICY

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Amelia Carr is committed to protecting your privacy.

This statement of privacy applies to Amelia Carr's site (www.ameliacarrvoice.com) and governs data collection and usage. By using the Amelia Carr site, you consent to the data practices described in this statement.

## Collection of your personal information

Amelia Carr collects personally identifiable information, such as your email address, name, home or work address or telephone number. Amelia Carr also collects anonymous demographic information, which is not unique to you, such as your post or zip code, age, gender, preferences, interests and favourites. There is also information about your computer hardware and software that is automatically collected by Amelia Carr. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used by Amelia Carr for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the site. Amelia Carr encourages you to review the privacy statements of web sites you choose to link to from Amelia Carr so that you can understand how those web sites collect, use and share your information. Amelia Carr is not responsible for the privacy statements or other content on web sites outside of the Amelia Carr site.

#### Use of your personal information

Amelia Carr collects and uses your personal information to operate the Amelia Carr web site and deliver the services you have requested. Amelia Carr also uses your personally identifiable information to inform you of other products or services available from Amelia Carr Voice and its affiliates. Amelia Carr may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered. You may also be contacted as part of a follow up encouragement to a service you have enlisted to. Amelia Carr also uses a video app (Marco Polo, What's App and/or Glide) as interaction between sessions, this is used to enhance your learning and/or as an individual service. Amelia Carr does not sell, rent or lease its client lists to third parties. Amelia Carr may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, Amelia Carr may share data (such as demographic areas, ages and gender) with trusted partners to help perform statistical analysis, send you email



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or postal mail, or provide client support. All such third parties are not given your personal name, address or other personal information. Amelia Carr does not use or disclose sensitive personal information, such as race, religion, or political affiliations. Amelia Carr keeps track of the web sites and pages customers visit within Amelia Carr Voice, in order to determine what services are the most popular. This data is used to deliver customised content and advertising within Amelia Carr Voice to clients whose behaviour indicates that they are interested in a particular subject area. Amelia Carr website will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Amelia Carr or the site; (b) protect and defend the rights or property of Amelia Carr; and, (c) act under exigent circumstances to protect the personal safety of users of Amelia Carr, or the public.

## Security of your personal information

Amelia Carr secures your personal information from unauthorised access, use or disclosure. Amelia Carr secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorised access, use or disclosure. When personal information (such as a credit card number) is transmitted to other web sites, it is protected through the use of encryption, such as the secure socket layer (ssl) protocol.

Servers used by Amelia Carr Voice:

What's App, Marco Polo, Glide: Phone apps

Zoom (Online lessons and meetings); 123 Reg (email server and website host); 10to8, ClassFit and Timetrade booking systems; Eventbrite and TicketSource for ticket sales, Zenler for online courses; Stripe and Paypal for payments; DropBox for storage. ICloud for storage.

All accounts are secured with passwords, all electronic devices used, including, phone, laptop and ipad are secured with screen locks and passwords.

### Changes to this statement

Amelia Carr will occasionally update this statement of privacy to reflect company and client feedback. Amelia Carr encourages you to periodically review this statement to be informed of how Amelia Carr is protecting your information.

#### Contact information

Amelia Carr welcomes your comments regarding this statement of privacy. If you believe that Amelia Carr has not adhered to this statement, please contact Amelia Carr ac@ameliacarrvoice.com. Amelia Carr will use commercially reasonable efforts to promptly determine and remedy the problem.



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