



Privacy Policy

Information Collection and Use

ArchiveYourHome.com is the sole owner of information collected on this site. We will not sell, share, or rent this information to any outside parties, except as outlined in this policy. We collect information from our customers to process orders and better serve you with pertinent information, such as order confirmations and order status updates. Information collected includes your name, shipping address, billing address, telephone numbers, and e-mail address. We also require you to submit a username and password of your choice for your future access to your account information. To safeguard that your user name and password remain confidential, DO NOT share this information with anyone. If you elect to receive our newsletter or special promotions, your contact information will be used for the delivery of these items.

Registration

In order to process your subscriptions placed on this website, you must first complete the registration form. During registration, you will be required to provide your contact information, which includes your name, e-mail address, telephone number and street address. This information is used to provide you with important ArchiveYourHome.com updates and news.

Subscriptions

Most of the information collected in the registration process will be used to process subscriptions. During the order process, you will have to provide financial information such as your credit card number, expiration date, money order, wire transfer or check information. This information is used for billing purposes and to fulfill your order. To properly process your credit card information, we must share your personal and financial information with Paypal for authorization and approval. This process is protected by an enhanced security system. See the Security section below for more details on security measures and procedures. We do not share your personal and financial information with any third parties, except those specified in the Sharing section of this policy. Once the subscription is placed there will be a monthly re-occurring charge through Paypal. This can be cancelled at any time by emailing us at info@archiveyourhome.com. There may be a small delay in cancellation while your request is being processed.

Log Files

We use IP addresses to analyze trends, administer the site, track user movement, and gather broad demographic information for aggregate use. We do not link IP addresses to personally identifiable information, and we do not distribute or share IP information with any third parties.

Sharing

We may employ third party companies to perform functions on our behalf. These functions may include order fulfillment, package delivery, marketing assistance, postal and e-mail delivery, customer service, data analysis, and credit processing. The third parties we contract for these purposes have limited access to your personal information and may not use it for other purposes.

As our business continues to evolve, we may acquire or sell business units or subsidiaries. Customer information is one of the business assets that would be transferred in these types of transactions. In such a situation, your personally identifiable information would only be used in a manner consistent with our pre-existing Privacy Notice.

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our Web site.

Testimonials

The testimonials section of the ArchiveYourHome.com website is for the purpose of sharing positive experiences. The testimonials section is moderated to ensure accurate and positive testimonials. Published testimonials are genuine and are not edited or altered by ArchiveYourHome.com. ArchiveYourHome.com reserves the right to post or remove any testimonial at its discretion.

By posting your comment(s) or testimonial(s) ("Testimonial") on our website, you give us permission to reprint or use the Testimonial in connection with our business. You also are agreeing to the following: (1) The reprint or use of the Testimonial will be at our discretion and without compensation; (2) We may use the Testimonial with or without any pseudo (pen) name credit; (3) Our right to use the Testimonial is perpetual and may be assigned by us; (4) We may use the Testimonial locally, nationally or globally and such use may be made in any media, information or communication platform (including Internet advertising) currently in use or later developed; and (5) You and not someone else composed and posted the Testimonial.

Other than your pseudo (pen) name, which we may or may not use, your personal contact information will not be disclosed in connection with our reprint or use of your Testimonial.

Children

ArchiveYourHome.com does not sell services for purchase by children. If you are under the age of 18, you may only use ArchiveYourHome.com in the presence of a consenting parent or guardian. We will not knowingly or intentionally collect personal information via the Internet from children under the age of 13. ArchiveYourHome.com is committed to protecting the welfare and privacy of children.

Links

This website contains links to other sites. Please be aware that ArchiveYourHome.com is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies only to information collected by this website.

Security

ArchiveYourHome.com takes precautions to protect its customers' information. When you submit sensitive information via the website, your information is protected both online and offline.

When our registration/order form asks you to enter sensitive information (such as your credit card number), that information is encrypted and is protected with the best encryption software currently available in the industry - SSL. ArchiveYourHome.com uses the most advanced form of SSL software available: 128-bit encryption by Comodo. To learn more about SSL, follow this link <http://www.comodo.com/business-security/digital-certificates/ssl.php>.

ArchiveYourHome.com safeguards the security of the data you send us with physical, electronic, and managerial procedures. Likewise, we urge you to take every precaution to protect your personal data when you are on the Internet. Change your passwords often, use a combination of letters, numbers and symbols, and make sure you use a secure browser.

All ArchiveYourHome.com servers, including web servers and database servers, are housed and maintained in secure locations. Access to the database is strictly monitored and protected from outside access. Internet access is restricted and protected by firewalls and password protection. The servers on which we store personally identifiable information are kept in a secured environment, inside a secured and locked room. All backups are stored and locked in a high-level security room. Only personnel with proper security clearance

have access to these restricted areas. Tape backups are not permitted to leave the premises without prior authorization.

All employees are kept up-to-date on our security and privacy practices. Every quarter, in addition to any time a new policy is added, ArchiveYourHome.com employees are notified and/or reminded about the importance we of privacy and what they can do to ensure that customers' information remains protected at all times.

If you have any questions or concerns about ArchiveYourHome.com's security practices, you can send us an email at info@archiveyourhome.com.

Special Offers

Our special offers are sent only to customers who grant ArchiveYourHome.com permission to send them such information.

To honor the privacy of our users, we offer the option to not receive these types of communications. At the time of your order, you may opt to not receive special offers and news by clicking the appropriate field.

Furthermore, all special offers are sent via e-mail and include an opt-out link if you no longer wish to receive special offers and news. Customers might still receive intermittent updates on products, services, specials or ArchiveYourHome.com news. Please reference the Choice/Opt-out section below for further details on how to be removed from our mailing list should you choose to be removed.

Correction/Updating/Reviewing Personal Information

Customers may change or review their stored account information such as street address or e-mail address, etc. through our website in their personal account areas. You must have your username and password in order to access your account. In the event you forget both your username and password, please contact our customer service department for assistance.

Choice/Opt-out

For customers who wish to opt-out and stop receiving ArchiveYourHome.com special offers and related news, ArchiveYourHome.com provides several ways to do so. Users who no longer wish to receive our promotional materials may opt-out of receiving these communications by un-checking the "promotions" field in their accounts.

Notification of Changes

If we decide to change our Privacy Policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our homepage.

If you have opted out of receiving communications from ArchiveYourHome.com, you will still be able to view news of policy changes at www.ArchiveYourHome.com.

Last Update

The Privacy Policy contained herein became officially effective February 28, 2011.

Address

ArchiveYourHome.com
P.O. Box 514
25 Kristem Lane
Hebron, CT 06248