

Privacy Policy

This Privacy Policy discloses the privacy practices for copycentral.com and copycentralreaders.com. The primary Copy Central website (www.copycentral.com) is maintained by Bay Bridge Copy Partners, LLC and its affiliates which do business as Copy Central and CopyMat. The Copy Central Readers website is maintained by Campus Copy Partners, LLC, which also does business as Copy Central. In this Privacy Policy, "Copy Central" means both companies and their various affiliates. Copy Central respects your privacy and is committed to protecting it.

Information Collection and Use

Copy Central is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others in ways different from what is disclosed in this Policy. Copy Central collects information from site users when they register to make a purchase on the site. Specific information collected includes the user's name, address, email address, password (created by the user) phone, credit card, and billing information. We use this information in order to process your order placed on our site. The site uses industry standard Secure Sockets Layer (SSL) servers on its transactions pages. SSL encrypts all personal information, including name, address and credit card number, to prevent unauthorized access as the information travels over the internet.

Copy Central may share aggregate information with third parties, in order to tell them more about our customers; however we will not include email addresses or other personal information about individual users. Copy Central's website has been developed and is hosted by third parties. Either the developer or host may have access to website information, but they will comply at least with the privacy restrictions set forth in this Policy.

Merchant services (credit card transactions) for <http://copycentralreaders.com> are handled by authorize.net, whose privacy policy can be found here:

<http://www.authorize.net/company/privacy>.

Credit card transactions for <https://orders.copycentral.com/copycentral-order/> are handled by Bank of America, and its privacy policy can be found here:

http://corp.bankofamerica.com/public/public.portal?pd_page_label=/merchant/privacy.

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. This site uses cookies to recognize you and to allow you to automatically log in without reentering your user name and password each time you visit our site. If a user rejects the cookie, or does not check the box that authorizes the site to remember the user, the user may still use our site, but you will be required to log in each time you visit.

Security

Copy Central takes every precaution to protect our users' information. When users submit sensitive information via the website, their information is protected both online and off-line.

We use our best efforts to protect sensitive information, such as user names, addresses and credit card information, online, including the use of SSL technology and servers. We also do take steps to protect user-information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job (for example, our billing clerk or a customer service representative) are granted access to personally identifiable information. ALL employees working on our site are kept up-to-date on our security and privacy practices. Finally, the servers that we store personally identifiable information on are kept in a secure environment, behind a locked cage.

If you have any questions about the security at our website, you can send an email to webmaster@copycentralreaders.com.

Notification of Changes

If we decide to change our privacy policy, we will post those changes on this page so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner.