

## Privacy and Security

THIS PRIVACY AND SECURITY STATEMENT DISCLOSES the privacy practices and security measures in place for this web site. We are committed to providing our visitors and guests with the safest and most pleasant online experience possible.

We recognize that you expect privacy and security when it comes to information that personally identifies you and allows you to be individually contacted ("Personal Information"). ACTS has adopted the following online privacy policy because we understand the need to safeguard the information you may be providing to us at our web site.

**Your Consent** - When you provide us with Personal Information, you consent to the collection and use of this information by ACTS. If we decide to change our privacy policy, we will post changes on this page so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it.

**Online Forms** - When you request other information from us through our various order forms, we need to know your name, e-mail address, mailing address and telephone numbers so we can be sure to get in touch with you when and how you ask us to.

**Log Files** -We use IP addresses to administer the site, track user movement and gather demographic information for aggregate use. IP addresses are not linked to identifiable information.

**Sharing** - We may share aggregated demographic information with our partners and advertisers. This is not linked to any personal information that can identify any individual person.

**Links** - This web site may contain links to other sites. We are not responsible for the privacy practices of other sites. We recommend you read the privacy statements of each web site that collects identifiable information.

**About Our Cookies** - Cookies are small pieces of information that are stored by your browser on your computer hard drive. Our cookies allow us to welcome you back to our site. Most web browsers automatically accept cookies, but you can change your browser to prevent cookies from being placed on your computer without your consent. Cookies, by themselves, cannot be used to discover your identity and we do not know your identity unless you tell us.

**Security** -This web site takes every precaution to protect users' information. When users submit sensitive information via the web site, their information is protected online. When our order form asks users to enter sensitive information (such as credit card number, expiration date), that information is encrypted and is protected with the best encryption software in the industry-128 bit SSL.

**Credit Card Processing** - Credit card transactions are handled by a third-party financial institution, which receives the credit card number and other personal identifying information only to verify the credit card numbers and process transactions. Once your order has been shipped, your credit card data is removed from our system within 72 hours.

**Choice/Opt-out**-Our users are given the opportunity to opt out of having their information used for purposes not directly related to our site at the point where we ask for the information.

**Children Under the Age of 18** - We ask that children under 18 years of age not submit personal information on this site. The technology is not currently available to prevent children under 18 from submitting personal information without limiting the ability of other visitors. We suggest that parents supervise their children's online activities and consider using parental control tools available from online services and software manufacturers.

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