

PRIVACY POLICY

Layton Printing is committed to protecting your privacy. Our Privacy Policy lets you know how your personal information is processed and used. We attempt to use your personal information only in ways that are compatible with this Privacy Policy.

What information are we collecting?

When you place any order with Layton Printing, either via the telephone, fax or our website, we ask you to provide certain information required to fulfill your order. You will need to provide your name, e-mail address, telephone number, shipping address, credit card information (including credit card number and expiration date), and billing address. This information allows us to process and fulfill your order, and to notify you of your order status.

What will we do with the information we collect?

We will not share, sell, or rent your personal information unless ordered to do so by a court of law. We will use your personal information to fulfill your order or request and to notify you of Layton Printing's products and services. We will use reasonable precautions to keep the information disclosed to us secure; however, we are not responsible for any breach of security, or for any actions of any third parties that receive your information.

What are cookies?

From time to time, Layton Printing may send a cookie to your computer. A cookie is a small piece of data that is sent to your Internet browser from a Web server and stored in your computer's hard drive. A cookie cannot read data from your computer's hard disk, or read cookie files created by other websites. We use cookies to identify which areas of our website you have visited, so the next time you visit, those pages may be readily accessible, and re-entry of data may be facilitated. You can choose whether to accept cookies by changing the settings of your Internet browser. You can set your browser to refuse all cookies, or allow your browser to show you when a cookie is being sent. Please note that limiting the acceptance of cookies may affect your experience at our website, and some features may not work as intended.

What about security?

We gather and store all of your personal information, including credit card information, on our secure server. This information is encrypted and maintained on a secure database that is not connected to the Internet. While no security system is absolutely impenetrable, we review, refine and upgrade our security technology on a regular basis and as new tools become available.

Your consent to this Agreement.

By using Layton Printing, you consent to the collection and use of information by Layton Printing as specified in this Privacy Policy. If we decide to change our Privacy Policy, we will post those changes on this page, so that you as you visit this page you can read our current Privacy Policy.

Effective Date.

This Privacy Policy is effective as of November 1, 2004.

Please send any questions about Layton Printing's Privacy Policy to: president@LaytonPrinting.com