



The Supplee Group LLC

Attracting & Retaining Talent

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Privacy Policy

Revised June 29, 2011

Information We Collect

We may collect information (including name, address, telephone number, email address, transaction information, credit card information, and birth month and year) when you:

- Make a purchase with us online or by telephone.
- Save your information with us online.
- When you ask to receive our emails or newsletters.
- Participate in a contest, sweepstakes, promotion, or survey.
- Are referred to us through a marketing promotion.
- Visit our website (see [Cookies](#) below).

We may use your personal information to:

- Process, track and fulfill your order.
- Contact you about the status of your order.
- Help us address problems with and improve our website and merchandise.
- Analyze trends.
- Protect the security and integrity of our website.
- Contact you for other business reasons, if necessary.

You always have the right to "opt out" of receiving communications from us. (See [Making Communication Choices](#) below.)

Information We Share

We may share your personal information in the following ways:

- We contract with other companies to provide certain services, such as shipping, name and address verification, email distribution, market research and promotions management. We provide these companies with only that information needed in order for them to render the services we request and they are not entitled to use it for their own marketing or any other purpose.
- On rare occasion, we may disclose information upon law enforcement's request, in response to a court order, or when required by law. We may also share information to assist in fraud investigation and protection or as necessary to protect our rights and interests.

Making Communication Choices

If you do not wish to be contacted via email, direct mail or telephone, please let us know your preferences by contacting customer service. (See [Contact Us](#) below.) Please provide your exact name, mailing address, email and/or telephone number so that we may identify you correctly. You may also unsubscribe from our email using the link provided in each email. If you ask us to remove you from promotional lists, we will maintain your name on a "do not contact" list to ensure that we continue to honor your requests. Due to privacy concerns and our inability to verify individual requests and contact information, we are unable to honor "opt out" requests made by a third party on your behalf. It may take up to 10 days to process your email request and, due to the fact that mailings are planned long in advance, 6 to 8 weeks to process your postal mail request. When you purchase online, we will continue to confirm your order and shipment status via email and, if questions arise concerning your order, we may contact you via email, postal address or telephone. If you change your mind about your choices, you may start receiving communications from us again by logging on to your online account and changing your preferences, by signing up when you visit our website, or by contacting customer service.

Accessing and Changing Your Information

To review or change the information previously provided, sign in to www.suppleegroup.com and click "My Account". You may update stored information by clicking "Account Profile". Be sure to click "Save" when you complete your changes..

Cookies

Our website uses "cookies" which are small data files stored on your computer when you visit a website. Cookies may be used in a variety of ways to enhance or personalize your online browsing and shopping experience. For instance, cookies allow us to remember what's in your shopping cart, recognize you when you return to our site, track your orders, and monitor and maintain information about your visits to our website. You may set your browser not to accept cookies or to notify you when you receive cookies, giving you the opportunity to decide whether to accept cookies. If you do not accept cookies however, you will not be able to access your account information or make purchases on our website.

Security

We use a variety of technologies and processes for protection of our customer data. We use encryption technology whenever transmitting sensitive data such as credit and debit card information. Please note however that absolute security can never be guaranteed. We will never request your credit card or other personal information by email. If you receive an email that appears to be a request from us for personal information, do not respond as this may be a "phishing" scam designed to steal your personal information. Email is not a secure means of communication. Never include in an email your credit card number or other sensitive information. We will only request such information during secure transactions at our website.

Links to Other Websites

Our website may contain links to websites owned by third parties. (See [Terms of Use](#), [Links to Other Websites](#).) Please review the privacy policy of any site you access through our website.

Children's Privacy

Our website is not intended for use by children and we do not knowingly collect personal information from children under the age of 13. The child's parent or guardian should contact us if we have collect inadvertently information about that child so that we may delete such information from our files. (See [Contact Us](#).)

Policy Changes

If our privacy policy changes, we will post these changes to our website with the date of revision. We encourage you to review our privacy policy periodically.

Contact Us

To "opt out" or make other choices about receiving communications, to update your personal information, to place an order, or to submit comments or ask questions about our privacy policy, please contact us by email, telephone or postal mail:

The Supplee Group, LLC Customer Service
47564 Griffith Place
Sterling, Virginia 20165
(703) 406-1640