



Privacy Policy

A. Policy Statement

LACIVITA DESIGN LLC is built on a strong foundation of privacy and security, and keeps users in control of their data. We believe it is a human right. Customers can visit most pages on the LACIVITA DESIGN website -- and use all of the tools and features located on our site -- without identifying themselves or providing personal or financial information. However, if a customer wishes to open an account to order products and or services the law requires the customer to provide LACIVITA DESIGN with certain non-public personal information (referred to as "Personal Information"). The purpose of LACIVITA DESIGN's Privacy Policy is to explain LACIVITA DESIGN's privacy policy and practices and how customer Personal Information is collected, used, disclosed and maintained.

B. Categories of Personal Information LACIVITA DESIGN Collects

LACIVITA DESIGN collects Personal Information about our customers from the following sources:

- Voluntary Account Creation using the LACIVITA DESIGN Websites
- Completing web based product order forms, including customer name, mailing address, email address, telephone number and credit card information used to pay for the products and services and to deliver them to the customer;
- Completing web based Contact Us forms with mailing address, telephone number and email address collections;
- "Cookies" described in section F below.

C. How LACIVITA DESIGN Uses Customer Personal Information

LACIVITA DESIGN may use Personal Information of current and former customers as necessary to:

- Process customer orders and service requests; and
- Maintain or service the customer's account with LACIVITA DESIGN.

Personal Information collected online may be combined with other information customers provide to LACIVITA DESIGN in hard copy or through the LACIVITA DESIGN service desk. LACIVITA DESIGN will not use or disclose or sell, rent or lease any Personal Information about its



customers or former customers to any third parties except as stated in this Policy. Personal Information may be transferred across national and state borders for the purposes of data consolidation, storage and customer data management.

D. Disclosure of Customer Personal Information

LACIVITA DESIGN may disclose Personal Information of current and former customers to affiliated and non-affiliated third party entities in the following cases:

- to LACIVITA DESIGN's business partners that perform services on LACIVITA DESIGN's behalf under written agreements which restrict use of Personal Information to the limited purposes for which it is provided to them and to refrain from further use or disclosure except as permitted by law;
- to LACIVITA DESIGN affiliates, who are permitted to disclose and use the information only to the extent that LACIVITA DESIGN may disclose and use the information under this Policy;
- in the ordinary course of business to LACIVITA DESIGN's attorneys, accountants and auditors;
- to persons holding a legal or beneficial interest relating to the customer's account;
- to persons acting in a fiduciary, representative, or attorney capacity in relation to an account;
- to protect against actual or potential fraud, unauthorized transactions, claims or other liability;
- to government, regulatory or law enforcement agencies to the extent permitted or required by law, or to comply with applicable legal requirements; or
- to comply with civil, criminal or regulatory investigations, or judicial process, subpoena, summons or warrant by federal, state or local authorities.

E. Permission to Disclose Personal Information

Except as permitted in this Privacy Policy, LACIVITA DESIGN will not share Personal Information about any present or former customer with any non-affiliated third party without the customer's prior written consent or providing the customer with a clear notice, an opportunity to "opt out" of that disclosure, and information on how to do so



F. "Cookies"

We use cookies to analyze website traffic and optimize your website experience. By accepting our use of cookies, your data will be aggregated with all other user data. You have the option to accept or reject them. Rejecting them prevents using our interactive chat functions and other functions. Cookies stored on customers' web browsers by LACIVITA DESIGN cannot be read by, and are not shared with, any third parties. Customers can configure their browser preferences not to accept these cookies, or erase them at their own option.

H. Links to non-LACIVITA DESIGN websites

The LACIVITA DESIGN website may provide links to third-party websites for customer convenience and information. If customers decide to access those links, they will leave the LACIVITA DESIGN website. LACIVITA DESIGN does not control those third-party sites or their privacy practices, which may differ from LACIVITA DESIGN's. We do not endorse or make any representations about third-party websites. The personal data customers choose to give to unrelated third parties is not covered by the LACIVITA DESIGN Privacy Policy. Customers should review the privacy policy of any third-party website before submitting their personal information. Some third-party companies may choose to share their personal data with LACIVITA DESIGN. That sharing is governed by the disclosing company's privacy policy.

I. Notification of Policy and Policy Changes

LACIVITA DESIGN will provide an initial notice of its Privacy Policy to customers at the time it establishes a customer relationship, and at least annually thereafter, and will post the Policy on its website. Updates will be posted on the LACIVITA DESIGN website, so our customers will always know what information we collect online, how we use it, and what choices they have.

J. How to Contact LaCivita Design, LLC:

We value our customers' opinions. If they have comments or questions about our Privacy Policy, they are invited to email us using at the website info@lacivitadesign.com.