

GDPR Privacy Notice

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(For TrilogiMedia.com and JustInTimeBook.com)

Last updated: [20August25]

1. Introduction

TrilogiMedia ("Company", "we", "our", or "us") operates the websites:

- www.trilogimedia.com
- www.justintimebook.com

We are committed to protecting and respecting your privacy in compliance with the **General Data Protection Regulation (EU) 2016/679 (GDPR)** and applicable data protection laws. This Privacy Notice explains how we collect, use, store, and protect your personal data when you use our websites, services, or purchase our products.

2. Data Controller Contact Information

- **Data Controller:** TrilogiMedia
 - **Business Address:** [23835 Cahuilla Court, Temescal Valley, CA 92883]
 - **Email:** [michael@trilogimedia.com]
 - **Telephone:** [951-603-3413] USA
 - **Data Protection Officer (if appointed):** [Michael Foxworth (above)]
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3. What Data We Collect

We may collect and process the following categories of personal data:

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- **Identity data:** name, username, account details
 - **Contact data:** email address, phone number, mailing address
 - **Transaction data:** purchase history, payment method (processed via secure third-party payment provider; we do not store card numbers)
 - **Technical data:** IP address, browser type, device information, cookies
 - **Usage data:** pages visited, time spent, referral sources
 - **Communication data:** messages sent via forms or email
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4. How We Collect Your Data

- Directly from you (e.g., account registration, newsletter signup, purchases)
 - Automatically via cookies and analytics tools
 - From third-party service providers (e.g., payment processors, delivery partners)
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5. Purpose and Legal Basis for Processing

We process personal data only where lawful under GDPR, including:

- **Performance of contract:** to process and fulfill orders, deliver products, and manage accounts
 - **Consent:** for newsletter subscriptions, marketing communications, and cookie tracking (you may withdraw consent at any time)
 - **Legal obligation:** to comply with tax, accounting, or regulatory requirements
 - **Legitimate interests:** to improve services, protect website security, prevent fraud
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6. Data Sharing and Transfers

We may share data with:

- Trusted third-party processors (e.g., hosting providers, payment gateways, shipping services)
 - Regulatory or law enforcement authorities where required
 - International transfers: If data is transferred outside the EU/EEA, we ensure safeguards such as **Standard Contractual Clauses (SCCs)** or other recognized mechanisms.
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7. Data Retention

We retain personal data only as long as necessary for the purposes described:

- Customer and transaction records: up to **[6 years]** (for accounting and tax)
- Marketing data: until consent is withdrawn
- Technical logs/cookies: as per Cookie Policy

After expiry, data is securely deleted or anonymized.

8. Your Data Protection Rights

Under GDPR, you have the right to:

- Access your data (Art. 15 GDPR)
- Rectify inaccurate data (Art. 16)
- Erase data (“right to be forgotten”) (Art. 17)
- Restrict processing (Art. 18)

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- Data portability (Art. 20)
- Object to processing (Art. 21)
- Withdraw consent at any time

To exercise rights, contact us at [\[michael@trilogimedia.com\]](mailto:michael@trilogimedia.com).

9. Cookies & Tracking

We use cookies to improve site functionality, personalize user experience, and analyze traffic.

- Essential cookies: required for site operation
- Analytics cookies: measure site usage (Google Analytics, etc.)
- Marketing cookies: personalize offers and ads

You will be asked to consent via a cookie banner, and you may withdraw consent at any time through our [Cookie Settings].

10. Security Measures

We apply technical and organizational measures to protect personal data, including:

- SSL/TLS encryption on our websites
 - Access controls and authentication
 - Data minimization and pseudonymization
 - Regular audits of third-party processors
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11. Updates to this Notice

We may update this Privacy Notice from time to time to reflect changes in law or business practices. Updates will be posted here with a new “Last updated” date.

12. Complaints

If you believe your data rights have been violated, you may contact us first at **[michael@trilogimedia.com]**.

You also have the right to lodge a complaint with your local **Data Protection Authority (DPA)**.

For EU residents: Find your supervisory authority here.

<https://gdpr-info.eu/>

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Cookie Policy

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(For TrilogiMedia.com and JustInTimeBook.com)

Last updated: [20August25]

1. Introduction

This Cookie Policy explains how TrilogiMedia (“Company”, “we”, “our”, or “us”) uses cookies and similar technologies on:

- www.trilogimedia.com
- www.justintimebook.com

By using our websites, you consent to the use of cookies as described in this policy, unless you disable them in your browser or via our cookie consent tool.

2. What Are Cookies?

Cookies are small text files placed on your device (computer, tablet, mobile) by a website. They help the site function properly, improve performance, and provide information to site owners.

Cookies may be:

- **Session cookies:** deleted when you close your browser
 - **Persistent cookies:** remain until they expire or you delete them
 - **First-party cookies:** set by our website
 - **Third-party cookies:** set by external services (e.g., Google Analytics, payment providers, social media platforms)
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3. Types of Cookies We Use

Category	Purpose	Examples	Consent Required?
Strictly Necessary	Enable core site functions such as shopping cart, secure checkout, and user login. Without them, the site cannot operate properly.	Session ID, security cookies	No (essential)
Performance / Analytics	Collect anonymous information on site usage to improve performance and user experience.	Google Analytics (_ga, _gid)	Yes
Functional	Remember user preferences (e.g., language, login, saved items).	Preferred language, saved settings	Yes
Marketing / Advertising	Track browsing habits to deliver personalized ads and measure effectiveness.	Facebook Pixel, Google Ads	Yes

4. Third-Party Cookies

We may use trusted service providers that set cookies on our behalf:

- **GoDaddy** (site host)
- **Google Analytics** (traffic measurement)
- **Stripe / PayPal** (payment processing)
- **Facebook Pixel** (advertising campaigns)
- **YouTube / Vimeo** (embedded video content)

Each provider may have its own cookie policies. You can review their notices for details.

5. Consent & Cookie Banner

When you first visit our websites, you will see a **cookie banner** asking for consent.

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- You may **Accept All**, **Reject Non-Essential**, or manage settings through our **Cookie Preferences** panel.
 - You may withdraw consent at any time by updating your preferences.
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6. Managing Cookies

You can control or delete cookies through your browser settings:

- **Chrome:** Settings → Privacy and Security → Cookies
- **Firefox:** Options → Privacy & Security → Cookies and Site Data
- **Safari:** Preferences → Privacy
- **Edge:** Settings → Cookies and site permissions

Blocking cookies may affect site functionality, particularly for shopping cart and checkout features.

7. Updates

We may update this Cookie Policy periodically. Any changes will be published here with a new “Last updated” date.

8. Contact Us

For any questions about cookies or data protection, please contact:

- **Email:** [michael@trilogimedia.com]
- **Address:** [23835 Cahuilla Court, Temescal Valley, CA 92883]