



## **Privacy Policy**

This is the privacy policy of Letterpress Communications.

This document explains Letterpress Communications' policies for the collection, use, and disclosure of personal information.

### **The Information We Collect**

Letterpress Communications collects information by various methods including information actively provided by its lead providers and customers, as well as information arising from customer surveys and general feedback. The types of personal information we collect include name, address, phone number, and email address.

### **How We Use This Information**

This information is used to aid in the provision of our various products and services, including customer service, accounting, billing, collections, and the marketing of other products and services. Letterpress Communications may use aggregate or anonymous information for various uses for itself and third parties.

### **Who We Share This Information With**

Letterpress Communications does not share personal information with any third parties except as disclosed in this policy. Letterpress Communications may provide personal information to subcontractors and professional advisers (which shall be bound by privacy obligations) to assist Letterpress Communications' uses disclosed herein.

### **Security**

Personal information is stored in a combination of paper and electronic files. They are protected by security measures appropriate to the nature of the information.

### **Accessing Information**

Individuals may review their personal information contained in Letterpress Communications' files by contacting Letterpress Communications. If an individual believes that any of their personal information is inaccurate, we will make appropriate corrections.

### **Cookies**

Cookies are used by Letterpress Communications for the convenience of our users. Cookies automatically authenticate the user. Users have the option to access Letterpress Communications' website with the cookie feature turned off. Letterpress Communications also



uses anonymous cookies to track user visits and demographics, including gender, age, and affinity.

## **Links**

The Letterpress Communications website may contain links to information on other websites. When you click on one of these links, you are moving to another website. We encourage you to read the privacy statements of these linked sites, as their privacy policy may differ from ours.

## **General**

Letterpress Communications may amend this policy from time to time. If such amendments affect how Letterpress Communications uses or discloses personal information already held by Letterpress Communications in a material way, Letterpress Communications will obtain consent. Notwithstanding the general terms of this policy, the collection, use, and disclosure of personal information may be made outside of the terms herein to the extent provided for in any applicable privacy or other legislation in effect from time to time.

## **Contact Us**

For more information on Letterpress Communications and this privacy policy, please contact us at:

Telephone: 434.414.1617

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Mailing Address: P.O. Box 693, Farmville, VA 23901

Web: <https://letterpresscommunications.com>