

PRIVACY POLICY

This privacy policy covers how Azaida Media treats personal information that it collects and receives, including information related to your use of Azaida Media services. Personal information is information about you that is personally identifiable like your name, address, email address, or phone number, and that is not otherwise publicly available. This policy does not apply to the practices of companies that Azaida Media does not own or control, or to people that Azaida Media does not employ or manage.

Collection and Use of Information

The information we learn from customers helps us personalize and continually improve your experience at Azaida Media. Information we gather includes the following:

Information You Provide To Us:

We receive and store any information you enter on our Web site or give us in any other way. You can choose not to provide certain information, however this may result in your inability to take advantage of many of our features. We use the information that you provide for such purposes as responding to your requests, customizing future shopping and other features for you, improving our site, and communicating with you. We do not barter, trade, or sale your information to third parties or individuals; nor do we purchase information from other companies or individuals.

Automatic Information:

We receive and store certain types of information whenever you interact with us. Azaida Media automatically receives and records information on our server logs from your browser, including your IP address, browser settings, and pages requested.

We may also require a "cookie", used only to keep track of your login status, if applicable. Cookies are alphanumeric identifiers that we transfer to your computer's hard drive through your Web browser to enable our systems to recognize your browser and to provide features such as personalized greetings and storage of items in your Shopping Cart between visits. The Help portion of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. Additionally, you can disable or delete similar data used by browser add-ons, such as Flash cookies, by changing the add-on's settings or visiting the Website of its manufacturer. However, because cookies allow you to take full advantage of some of Azaida Media's essential features, we recommend that you leave them turned on.

Azaida Media uses information for the following general purposes:

- To fulfill your requests for products and services;
- To improve our services;
- To contact you, conduct research, and provide anonymous reporting for internal and external clients;
- To provide publisher correspondence via Weebly.com or other means. As part of this program, Azaida Media may send e-mails containing a message from the publisher to the content purchaser. None of the purchaser's personal information is disclosed to the publisher through this program. We simply

forward the publisher's message and contact information to the purchaser on their behalf. Purchasers may opt out of receiving correspondence from this program at any time.

E-mail Communications:

To help us make e-mails more useful and interesting, we often receive a confirmation when you open e-mail from Azaida Media if your computer supports such capabilities. We also compare our customer list to lists received from other companies, in an effort to avoid sending unnecessary messages to our customers. If you do not want to receive promotional e-mail from us, please update your account information or otherwise let us know.

Information from Other Sources:

We might legally receive information about you from other sources and add it to our account information.

Registration

In order to publish or purchase content on AzaidaMedia.com, you may be required to create an account. When you register for an account, we will ask for your first and last name, email address, country, and language preference. If purchasing products, we will also ask for your billing address and shipping address. We may also ask you to create a username which may be visible if you post in the forums. Once you register and sign in to Azaida Media, you are not anonymous to us.

At the registration stage, you may also have the opportunity to opt-in to news and updates from Azaida Media. If you choose to opt-in, we may send you email communications such as newsletters and invitations to Azaida Media events in your area. Whether or not you opt-in to news and updates from Azaida Media, there may still be certain (very rare) types of email communications you will receive from Azaida Media. These communications include site-critical announcements, changes to member agreements or our privacy or terms of use policies, and any other communication it is necessary for all of our members and/or customers to receive.

Ordering

When you place an order on our site, we will ask for the name, shipping address, and phone number where you would like to receive your package. This information is used for the purpose of shipping your order. We will have to share your name and address with our shipping partners in order to complete the shipment, but our shipping partners are not permitted to use your information for any other purpose.

At the next step of the ordering process, we will ask for your payment information and billing address. If you do not elect to pay with Square, PayPal, or any other processor offered by Azaida Media, we will ask for your credit card number, card security code, and expiration date. This information is processed solely for the purpose of completing your transaction, and is encrypted through secure socket layer (SSL) technology.

Remission

In order to receive royalty and creator revenue payments from Azaida Media, you will have to provide remission information. We will ask for the name, address, and

phone number where you would like to receive your payment and an email address for confirmation purposes. If you request payment by PayPal, we will ask for your PayPal username in order to process your payment.

Your earnings as an Azaida Media creator are subject to US tax laws. Therefore, in order to receive payment, you will have to complete and return the IRS Form W-9. We ask for your SSN, TIN, or EIN for the sole purpose of issuing a 1099 form for your earnings. If you obtain an Azaida Media ISBN, any books that you sell to destinations within the US will be subject to withholding.

Disclosure and Sharing of Information

Information about our customers is an important part of our business, and we are not in the business of selling it to others. We share customer information only as described below.

Affiliated Businesses We Do Not Control

We work closely with our affiliated businesses. In some cases, we will include offerings directly from those businesses on AzaidaMedia.com. In other cases, we may include joint offerings from Azaida Media and these businesses on AzaidaMedia.com. You can tell when a third party is involved in the offering, and we share customer information related to those offerings with that business.

Third-Party Service Providers

We may employ other companies and individuals to perform functions on our behalf. Examples include fulfilling orders, delivering packages, sending postal mail and e-mail, removing repetitive information from customer lists, analyzing data, providing marketing assistance, providing search results and links (including paid listings and links), processing credit card payments, and providing customer service. They have access to personal information needed to perform their functions, but may not use it for other purposes.

Promotional Offers

Sometimes, we send offers to selected groups of Azaida Media customers on behalf of other businesses. When we do this, we DO NOT give that business your name, address, nor email address. If you do not want to receive such offers, please update your account information or send an email to info@azaidamedia.com.

Business Transfers

As we continue to develop our business, we might buy or sell stores, subsidiaries, or business units. In such transactions, customer information generally is one of the transferred business assets but remains subject to the promises made in any pre-existing Privacy Notice (unless, of course, the customer consents otherwise). Also, in the unlikely event that Azaida Media or substantially all of its assets are acquired, customer information will of course be one of the transferred assets.

Protection of Azaida Media and Others

We release account and other personal information when we believe release is appropriate to comply with the law; enforce or apply our [Terms of Use](#) and other agreements; or protect the rights, property, or safety of Azaida Media, our users, or others. This includes exchanging information with other companies and organizations for fraud protection and credit risk reduction. Obviously, however, this does not include selling, renting, sharing, or otherwise disclosing personally

identifiable information from customers for commercial purposes in violation of the commitments set forth in this Privacy Notice. Other than as set out above, you will receive notice when information about you might go to third parties, and you will have an opportunity to choose not to share the information.

Accessing, Editing and Deleting Your Account Information

You can edit your account information at any time. You can remove your credit card information by clicking the “Remove credit card information” link in the Account section of the My Account tab. Certain communications from Azaida Media, such as critical service announcements and administrative messages, are considered part of Azaida Media membership and you may not opt out of receiving them. You may opt out of receiving the event invitations, and other non-critical Azaida Media communications under Manage Account Preferences in the My Account tab. This section is also where you can change the email address, password, and language associated with your account.

You may delete your Azaida Media account by clicking the “Cancel my account” link in the Personal Information section of the My Account tab. If you have published material to Azaida Media as a creator, that material may remain in some form on the site even after you retire it from public view, particularly if you have granted permission for it to be used as part of a collaborative project that exists elsewhere on the site or with Azaida Media.

You may also correct, update, delete, or deactivate personal information by contacting us at the mailing address or telephone number listed below.

Third Party Advertisers and Links to Other Websites

Our site may include third-party advertising and links to other websites. We do not provide any personally identifiable customer information to these advertisers or third-party websites.

These third-party websites and advertisers, or Internet advertising companies working on their behalf, sometimes use technology to send (or "serve") the advertisements that appear on our website directly to your browser. They automatically receive your IP address when this happens. They may also use cookies, JavaScript, web beacons (also known as action tags or single-pixel gifs), and other technologies to measure the effectiveness of their ads and to personalize advertising content. We do not have access to or control over cookies or other features that they may use, and the information practices of these advertisers and third-party websites are not covered by this Privacy Notice. Please contact them directly for more information about their privacy practices. In addition, the [Network Advertising Initiative](#) offers useful information about Internet advertising companies (also called "ad networks" or "network advertisers"), including information about how to opt-out of their information collection.

Azaida Media may also display targeted advertising based on personal information about users. Although Azaida Media does not provide any personal information to advertisers, advertisers (including ad-serving companies) may assume that users who interact with or click on a targeted advertisement meet the targeting criteria used to display the advertisement.

Minors and Azaida Media

Azaida Media does not sell products or services for purchase to children. If you are under 18, you may use Azaida Media only with the involvement of a parent or guardian.

Confidentiality and Security

We limit access to personal information about you to employees who we believe reasonably need to come into contact with that information to provide products or services to you or in order to do their jobs. We have physical, electronic, and procedural safeguards that comply with federal regulations to protect personal information about you.

Your Azaida Media Account Information is password-protected. You are responsible for not sharing your password. We work to protect the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information you input. We reveal only the last four digits of your credit card numbers when confirming an order. Of course, we transmit the entire credit card number to the appropriate credit card company during order processing.

It is important for you to protect against unauthorized access to your password and to your computer. Be sure to sign off when finished using a shared computer.

Conditions of Use, Notices, and Revisions

If you choose to visit Azaida Media, your visit and any dispute over privacy is subject to this Notice and our Conditions of Use, including limitations on damages, disputes, and application of the law of the state of Virginia. If you have any concern about privacy at Azaida Media, please contact us with a thorough description, and we will try to resolve it. Our business changes constantly, and our [Privacy Policy](#) and the [Terms of Use](#) will change also. We may e-mail periodic reminders of our notices and conditions, unless you have instructed us not to, but you should check our Web site frequently to see recent changes. Unless stated otherwise, our current Privacy Policy applies to all information that we have about you and your account. We stand behind the promises we make, however, and will never materially change our policies and practices to make them less protective of customer information collected in the past without the consent of affected customers.

Questions and Suggestions

If you have questions or suggestions, contact us at:

Azaida Media, LLC
ATTN: Customer Care
PO Box 1648
Lorton, VA 22199
PH. 1-571-303-1800