

PRIVACY POLICY

Effective Date: July 2021

This privacy notice discloses the privacy practices for [NeptuneNavigate.com](https://www.NeptuneNavigate.com) and our custom content delivery portal, universal.neptunenavigate.com. This privacy notice applies solely to information collected by these websites, except where stated otherwise. It will notify you of the following: what information we collect; with whom it is shared; how it can be corrected; how it is secured; how policy changes will be communicated; and how to address concerns over misuse of personal data.

01 INFORMATION COLLECTION, USE, AND SHARING

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via portal, email, or other direct contact from you. We will not sell or rent this information to anyone.

We will use this information to program your Neptune Navigate instance and to provide access to your instance, and your instance only, to those you designate should have access. We will not share your information with any third party outside of our organization.

Unless you ask us not to, we may contact you via email in the future to tell you about changes or updates to your instance, new products or services, or changes to this privacy policy.

02 YOUR ACCESS TO AND CONTROL OVER INFORMATION

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number listed on this document.

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data

03 REGISTRATION (NAVIGATE FOR BUSINESS, NAVIGATE FOR CHURCHES)

In order to use our websites, a user must first complete the registration process. During registration a user is required to give certain information (such as name, email address, and organization). We will use this information to program your instance and to provide access to your instance, and your instance only, to those you designate should have access. We will not share your information with any third party outside of our organization. This information is also used to contact you about the products/services you have subscribed to.

04 SECURITY

We take precautions to protect your information. When you submit private information via the website, your information is protected both online and offline. While we use encryption to protect sensitive information transmitted online, we also protect your information offline (cont. on page 2).

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04 SECURITY (CONT.)

Only employees who need the information to perform a specific job (e.g. billing or customer service) are granted access to personally identifiable information. The computers/servers on which we store personally identifiable information are kept in a secure environment.

05 COOKIES

We use “cookies” on this site. A cookie is a piece of data stored on a site visitor’s hard drive to help us improve your access to our site and identify repeat visitors to our site. Cookies can also enable us to track and target the interests of our users to enhance their experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

We use Google Analytics on the public [NeptuneNavigate.com](https://www.NeptuneNavigate.com) website, which customers can also use to navigate to the universal.neptunenavigate.com custom content delivery portal. This allows us to track and better understand where and how website traffic is being generated. This information is used solely for internal sales, marketing, and diagnostic initiatives and is never sold or shared with any third parties. For more information on Google’s Privacy Policy, please click [HERE](#).

06 NOTIFICATION OF CHANGES

Whenever material changes are made to the privacy notice specify we will notify you via email. If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 903-287-0770 or via email at Info@neptunenavigate.com.