

## **I. Commitment to Privacy**

This Internet Web site (the "Progress House" and "PH") is made available for your use by Progress House. We are committed to protecting the privacy of your nonpublic personal information ("Personal Information"). You can use the PH site without providing us with any Personal Information. Sometimes however, we do need information to provide services that you request. PH has developed this privacy policy (the "Privacy Policy") to explain why we collect particular information and how we will protect your personal privacy while you are using the PH Site.

If you do not agree with this Privacy Policy, your sole recourse is to discontinue your use of the PH Site. PH reserves the right to amend this Privacy Policy at any time. PH will notify you of any change to this Privacy Policy by posting the revised Privacy Policy on the PH Site. You have an obligation to periodically visit the PH Site to review any changes in this Privacy Policy. Your continued use of the PH Site constitutes your agreement to be bound by any such changes to the Privacy Policy.

## **II. Information Collected**

PH does not collect any Personal Information about you as a result of your use of the PH Site. However, if you send us an email message, we may respond to your message and keep your email address and the contents of your message in our database. This email information is collected and stored in a manner appropriate to the nature of your request, as determined by PH, to fulfill your request.

## **III. Use of Personal Information**

If you send us an email message, PH will use your email address to enable us to respond to your electronic communication or inquiry.

## **IV. Disclosure of Personal Information**

PH will not sell, trade, rent, or license your email addresses to any third-party. However, we may disclose part or all of your personal information when we believe, in good faith, that the law requires or compels such disclosure, or when we have a good faith reason to believe that disclosure is necessary to protect our rights or property, the rights of another user or to prevent harm to others.

## **V. Security**

PH cannot provide any assurance of privacy over a network that is not a secure network or over a network that we do not control. The Internet is not a secure network and, aside from our own servers, it is not within our control. Messages traveling through the Internet using your Internet provider's e-mail servers are subject to viewing, alteration and copying. PH cannot and does not guarantee the security or confidentiality of communications you send to us through the Internet

using third-party e-mail servers. Accordingly, you should consider carefully if you want to submit sensitive information via the Internet.

#### **VI. Use of Personal Information Collected by Third-Party Web Sites**

The PH Site contains links to facilitate our users' access to external or third-party sites. You should be aware that these linked external or third-party sites are not controlled by PH and, therefore, are not subject to this Privacy Policy. PH is not responsible for the other, linked sites, including the privacy practices of such other sites. You are responsible for checking the privacy policies of these third-party sites to determine how your Personal Information will be utilized by the proprietors of those third-party sites. PH disclaims any and all responsibility and/or liability for the collection and/or transfer of information collected by such third-party sites.

#### **VII. User Access to E-Mail Information**

If you desire access to your own e-mail address, in order to correct our records, or to remove your e-mail address from our database, please contact PH using the contact information provided below. If you request removal of your e-mail address, you acknowledge that residual information may remain in PH's records and archives.

#### **VIII. Contact Information**

If you have any questions about this Privacy Policy, the practices of the PH Site, or your dealings with PH, you can contact PH at [info@progresshouse.us](mailto:info@progresshouse.us).