

Privacy Policy

Updated December 2020

Introduction

The **Brekhman Research Library** (“Library” or “Library Service”) is committed to safeguarding the personal information of our customers and online visitors. Please read the following policy to understand the treatment of your personal information and what options you have to direct our activities.

By registering or using the Library Service, or accessing the Library website, you agree to the terms of our privacy policy.

Specific questions or comments regarding this policy should be directed to Brekhman Research Library Customer Service (See “Contact Us” below). A complete description of your rights and duties concerning use of this site is given in our Terms and Conditions.

1. Information collected

Our primary goal in collecting personal information is to enable us to provide you with an efficient, customized experience while you use the Library Service. To fully use our Service, you will need to register using our online registration form where you will be required to provide certain personal information.

Once you register, you can, at any time, use your account page to review and change the information that you submitted during registration.

Upon request we will remove your personal information from our operational databases (unless your account is in dispute, in which case it will be kept until the dispute is resolved). In order to remove information, please contact us. Technical constraints and the fact that we back up our system may prevent the total elimination of all of your personally identifying information.

Occasionally we may solicit additional information from you through the use of optional questionnaires. None of this additional information is required for your continued use of our Service.

In addition to the information we require for registration, we automatically track certain information about you based upon your use of our site. This information may include websites you come from and go to from ours, what browser you are using, your IP address and what searches you perform in our Service. This information is compiled and analyzed on an aggregated basis.

On certain pages of our site, and with certain features of our Service, we use cookies. You are always free to decline our cookies if your browser permits, although in that case you may be required to reenter your password more frequently during a session, and may not experience a fully-customized experience.

If you send us personal correspondence or if other users or third parties send us correspondence about your activities, we may collect such information into a file specific to you.

2. Control of your password

You should not disclose or share your Library Service password with any third party. If you lose control of your password, you may lose substantial control over your personally identifying information and may be subject to legally binding actions taken on your behalf. Therefore, if your password has been compromised for any reason, you should immediately change it on your account page.

3. Use of your information

We may use your personal information to:

- Provide the Library Service to you, such as allow access to or delivery of our products or services, process or fulfill an order or transaction, or administer surveys or promotional programs;
- Respond to your requests, inquiries, comments or concerns;
- Provide technical, product and other support and help keep the Service working, safe and secure;
- Enhance, evaluate and improve the Service;
- Notify you about changes or updates to the Service and our products and services; and
- Provide you administrative notices (renewal, etc.).

While it is not our practice to monitor or review material you store on our site, we may access this information for system maintenance, troubleshooting activities, or legal reasons. The information that we place in the file that we maintain about you, including your current and past activities on our site, may also be used for similar purposes.

4. Disclosure of collected data

Advertisers, Suppliers and Other Service Providers. We do not disclose any information that could reasonably be used to personally identify or contact you to advertisers, suppliers, other service providers or any third parties.

Disclosure of Customer Information Through Business Transfers. As our business develops we may purchase another organization and, in so doing, acquire customer information. Also, in the event that Library transfers its assets to any other entity, or sells all or substantially all of its assets to a third party, customer information will of course be one of the transferred assets.

Legal Requests. We may be required to disclose information to law enforcement, other government authorities, or third parties under certain circumstances. We may (and by registering or using the Library Service or accessing the Library website, you authorize us to) disclose any information about you that we, in our sole discretion, believe is necessary or appropriate, in connection with an investigation of fraud, infringement of intellectual property rights, third-party lawsuits, or other activity that is illegal or may expose us to legal liability.

Public Areas. The Service may let you post and share personal information, comments, materials and other content. Any information you disclose publicly may be collected and used by others, may be index-able by search engines, and may not be able to be removed. Please be careful when disclosing personal information in these public areas.

5. A special note about children

The Library Service meets the terms set forth by the Children's Online Privacy Protection Act of 1998 (COPPA). Except for students who use our services through a school-based subscription, we do not knowingly collect information online from children under the age of 13. Additionally, we never gather any information from the children who are using it through their school that could be used to contact them individually. Parents are allowed at any time to access the information that we have collected on their child. We do not condition a child's or school's participation in any activity by requiring them to provide more information about themselves.

6. A special note about non-U.S. subscribers

If you are a non-U.S. citizen, by subscribing to the Library Service or by providing any personally identifying information as a non-subscriber, you explicitly grant us the right to transfer that information to the United States Government.

7. Data Security

The Library Service takes precautions to safeguard your personal information against loss, theft and misuse and unauthorized access, disclosure, alteration and destruction through the use of appropriate administrative, physical and technical security measures, such as firewalls and Secure Socket Layers (SSL). However, "perfect security" does not exist on the Internet and third parties may intercept or access transmissions and/or private communications. You should not expect that your personally identifying information or private communications would remain private in all cases.

8. Changes to this privacy policy

We reserve the right to make changes to this Privacy Policy, and recommend that you visit it often. If we make material changes to this Privacy Policy, we will notify you by posting them here with an updated Revision Date.

9. Contact Us

If you have any questions, comments or requests regarding this Privacy Policy or our processing of your information, please contact:

CustomerService@BrekmanResearchLibrary.com

Or call us at 407-654-4123