

## Security of Information

Memories By Design values the protection of your privacy. This Privacy Policy sets forth our current privacy practices with regard to the personally identifiable information we collect and use when you or your computer interact with our website. This Privacy Policy applies to [www.memoriesbydesign.com](http://www.memoriesbydesign.com) and social networks (including but not limited to Facebook Platform).

Security of your Personally Identifiable Information is of utmost concern to us. Personally Identifiable Information, once transmitted to us, will be stored on computers that only selected personnel have access to via password, and/or on web hosting servers maintained by Memories By Design. In addition, your Tribute videos and/or content may be stored on Vimeo-maintained servers. Vimeo has their own privacy policy stated here: <https://vimeo.com/privacy>.

## Information We Collect & How We Use It

We do not collect information about the specifics of who you are ("Personally Identifiable Information") unless you specifically provide it to us. 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 email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.

In the future, we may contact you to share news of specials, products, services or changes to this privacy policy. You are able to opt-out of receiving communications from Memories By Design at any time.

## Orders

We request information from you on our order form. To buy from us, you must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). This information is used only for billing purposes and to fill your orders. If we have trouble processing an order, we'll use this information to contact you.

Typeform Orders: payment processed through the Typeform Platform: All orders are processed by Stripe (Privacy Policy here: <https://stripe.com/us/privacy>) or Paypal. This information is not held on MBD servers, nor is this information accessible by Memories By Design Staff.

Typeform Order Policy Order: <https://admin.typeform.com/to/dwk6gt>

## Participating Third Parties

The Site may contain links to related services and offerings, including vendor sites. These third parties may have their own privacy policies that can be viewed on their websites or by contacting these third parties directly. Since we do not have direct control over the policies or practices of third parties, we are not responsible for the privacy practices or contents of those sites. We recommend and encourage that you always review the privacy policies of these third parties before you provide any personal information or complete any transaction with such parties.

Our website includes Social Media Features, such as the Facebook Like button, and Widgets, such as the Share This button or interactive mini-programs that run on our website. These Features may

collect your Internet protocol address, which page you are visiting on our website, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our website. Your interactions with these Features are governed by the privacy statement of the company providing it.

## Your Access & 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 given on our website:

- 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.

## Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

## Surveys & Contests

From time-to-time our site requests information via surveys or contests. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site.

## Contacting Us

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at [\(800\) 223-3050](tel:800-223-3050) or [info@memoriesbydesign.com](mailto:info@memoriesbydesign.com).**

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