

Your Privacy and Our Policy

This privacy notice discloses the privacy practices for **Illumination Learning**. This privacy notice applies solely to information collected and provided to our company.

Information We Collect and How We Use and Share It

We are the sole owners of the information collected. We only have access to and collect information that you voluntarily give us via email, fax or other direct contact from you. We will use your information to respond to you regarding the reason you contacted us. We will not sell or rent this information to anyone. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request or complete your job. Unless you ask us not to, we may contact you via email in the future for information on completed or current jobs, to tell you about new services we may provide, make billing inquiries, or to inform you of changes to our policies.

Your Access to and Control over Your Personal Information

You may opt out of any future contacts from us at any time. By contacting us by email or phone given on this web site, you can at any time:

- See what data (if any) we have about you,
- Change and/or 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, your information is protected both online and offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. The computers and servers in which we store personally identifiable information are kept in a secure environment. All documents are kept confidential, and are shredded and disposed securely.