Privacy Notice

This privacy notice discloses the privacy practices for Process & Strategy Solutions, PLLC(Process & Strategy). This privacy notice applies solely to information collected by websites associated with the marketing, sales, and delivery of Process & Strategy content. It will notify you of the following:

1. What personally identifiable information is collected from you through the websites, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing
Process & Strategy is the sole owner of the information collected on its website and lead pages. 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 third parties outside of our organization, other than as necessary to fulfill your request, e.g. provide course administrative support.

Unless you ask us not to, we may contact you via email or other means in the future to tell you about specials, new products or services, or changes to this privacy policy. You may always opt-out of an email or other media list.

Process & Strategy may choose to use input or commentary users provide for marketing purposes. No attribution of the user will be made without user's written consent. The exception to this notification is when input or commentary is already in the public domain. No payment or other form of remuneration will be provided if your input or commentary is used in marketing.

Process & Strategy does use systems, such as Google Analytics, to understand, in general, if it is servicing its clients and potential clients correctly. We understand from Google's and other systems' written statements that analytics are only in aggregate form and at no time will we at Process & Strategy be able to identify individuals or individual entities.

Your Access to and Control Over Information
You may opt out of any future contacts from us at any time. Opt-outs are most easily accomplished by clicking on an "unsubscribe" link in an email. You can do the following at any time by contacting us via the email address 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.

Currently, Process & Strategy uses third party payment processors to process financial transactions. Process & Strategy does not know or have possession of your credit card, or other payment information, at any time. The exception to this is if you are an institution or other entity that brings groups of people into a course, or if you have agreed to other payment terms with Process & Strategy. These entities may choose to be invoiced and pay in a mutually agreeable form, such as by check, in which case no sharing of any bank or other financial information will be performed with outside parties.

Third parties may or may not use encryption to protect sensitive information transmitted online, however, we have no control over third party practices. We do choose those we believe have adequate protections in place for your sensitive information. Only employees, or third party service providers contracted with to provide specific services to enable functioning of payment and course/other business support who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information, such as your name and email address. The computers/servers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone support@ProcessStrategySolutions.com.

Registration
In order to use a course or workshop website, a user must first complete the registration form. During registration a user is required to give certain information (such as name and email address). This information is used to contact you about the products/services on our site in which you have expressed interest. At your option, in some circumstances you may also provide demographic information (such as gender, age, or geographic region) about yourself, but it is not required.

Orders
We request information from you on our order forms. To buy from us, you must provide contact information (like name and email address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to fill your orders. If there is trouble processing an order, this information will be used to contact you. As noted before, all payment is taken care of by third party processors except as noted above.

Cookies
Process & Strategy does not use "cookies". Some of our business partners or hosting companies may use cookies on our site (we do not partner with advertisers). However, we have no access to or control over these cookies.

Sharing
We partner with other parties to provide specific services, such as course hosting and administrative support. When the user signs up for a course or online workshop, we will share names, or other contact information that is necessary for the third party to provide these services. These parties are not allowed to use personally identifiable information except for the purpose of providing these services.

Minors

Process & Strategy Solutions does not make use of technology to identify if a person is a minor.

Links
Courses, workshops, online conferences, and webinars often contain links to other sites. You may find links to images in slides in compliance with copyright requirements. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Law
Information may be turned over if and when required by law or legal process and only to those legally required to receive it.