

## **Privacy Policy**

**Agape Apothecary LLC values your privacy. This Privacy Policy explains how we collect and use personal information from those who visit our website or make use of our online facilities and services, and what we do and will not do with the information we collect.**

We reserve to make changes to this policy as needed, and will post the date of revisions, as well as a brief summary of changes, here. In using Agape Apothecary LLC's website, you are consenting to the data collection procedures expressed in this policy.

### **Why we collect information from you:**

- In order to process your request to access our services.
- To maintain contact with you in courses and services that are ongoing.
- To send you emails and updates that you have signed up to receive.

This information is processed by third party services such as PayPal, Square and MailChimp, and is not stored on our website.

### **Disclosure of Information**

When you purchase services or products offered by Agape Apothecary LLC through a gateway like Square, some of you data will be passed to the respective third party, including information required to process or support the payment, such as the purchase total and your billing information. Please note that this policy does not govern the collection and use of information by companies that Agape Apothecary LLC does not control, nor by individuals who are not managed or employed by us. Please read their privacy policies to learn how they collect and use your information. (See **Security** Below)

### **Your information is disclosed:**

- As necessary to provide services or products you have ordered
- As necessary to enforce the Terms of Service
- In other ways described in this policy or to which you have otherwise consented.
- To outside auditors if needed, who have agreed to keep the information confidential.
- As necessary to maintain and preserve all the rights and property of Agape Apothecary LLC.
- As required by law.

### **Contacting you**

We maintain and reserve the right to contact you for non-marketing purposes such as bug alerts, security breaches, account issues and / or changes in products and service. In certain circumstances, we may use our website to post a general notice.

### **Unsubscribe or Opt-Out**

All those receiving our newsletters or communications on new forum or blog posts have the option to discontinue receiving communications from Agape Apothecary LLC at any time. Please use the "Unsubscribe" link at the bottom of any correspondence you have received by email. If you wish to unsubscribe from any third party website, you will need to visit their website or follow their instructions in emails to opt out.

## **Security**

Agape Apothecary LLC takes precautions to protect your information. When you submit sensitive information to us via our website, your information is protected. Secure third party payment processing portals collect payment information, and that information is transmitted securely to, and kept securely by them, in accordance with their policies and procedures, as governed by law. It is not retained in any way on the Agape Apothecary LLC website, or in its records, and is not seen by persons at Agape Apothecary LLC.

## **Acceptance of Terms**

By using this website you are hereby accepting the terms and conditions within this Privacy Policy Agreement. You are encouraged to check this policy periodically for updates.

## **How to Contact us**

This website is owned and operated by Agape Apothecary LLC 14800 SE 143<sup>rd</sup> Newalla, OK 74857. If you have any questions or concerns concerning this Privacy Policy please write us at the address above, or use the contact form to let us know. Be sure to include a description of your concern, and how we can best contact you.