# 1<sup>st</sup> Course Catering LLC

P.O. Box 676 Cheltenham, MD 20623 Phone: 240-232-5791

## Privacy Policy

We receive, collect and store any information you enter on our website or provide us in any other way. Login; e-mail address; mailing address; computer and connection information and purchase history. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name and email); payment details (including credit card information), comments, feedback, product reviews, recommendations, and personal profile.

#### How we collect information?

When you conduct a transaction on our website, as part of the process, we collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only.

### Why we collect such information?

We collect such Non-personal and Personal Information for the following purposes:

- 1. To provide and operate the Services;
- 2. To provide our Users with ongoing customer assistance and technical support;
- 3. To be able to contact our Visitors and Users with general or personalized service-related notices and promotional messages;
- To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;
- 5. To comply with any applicable laws and regulations.

## Visitor Analytics

Visitor Analytics is a simple website analytics service which measures the traffic and visitors' general details of the customers' websites. Collecting these statistics, a website can make their visitors' experience better (e.g. which pages they visit and when, where they are approximately located, where does a user land first or if they are coming from a specific referral).

Basically, as a website owner using Visitor Analytics, we are using cookies to collect data about visitors' device type and screen size, approximate location, browser, OS, IPs, page visits, bounce rate, conversions and popular content on the website. All this data is pseudonymized and Visitor Analytics will never use the collected data to identify individual users or to match it with additional information on an individual user. Each visitor has control over the cookies placement.

#### How to Control Cookies

You can control and/or delete cookies as you wish by checking your browser settings on each device for details, see <u>aboutcookies.org</u>.

For further information, please check Visitor Analytics' <u>Terms Of Use</u>, <u>Cookie Information</u> and <u>Opt-Out</u> / Do Not Track.

### How we store, use, share and disclose your personal information.

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our services to you. Your data may be stored through Wix.com's data storage, databases, and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our company and its service providers.

#### How we communicate with our site visitors?

We may contact you to notify you regarding your account, to troubleshoot problems with your account, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes, we may contact you via email, telephone, text messages, and postal mail.

## To Withdraw your consent

If you don't want us to process your data anymore, please contact us at service@firstcoursecatering.com or send us mail to: 1<sup>st</sup> Course Catering LLC, PO Box 676, Cheltenham, MD 20623

### Privacy Policy Updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

#### Questions and your contact information

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at service@firstcoursecatering.com or send us mail to: 1st Course Catering LLC, PO Box 676, Cheltenham, MD 20623.