

HRXPRESS PRIVACY POLICY

Effective 1/1/05

Table Of Contents:

[Our Commitment to Privacy](#)
[The Information We Collect](#)
[How We Use Information](#)
[Our Commitment To Data Security](#)
[Our Commitment To Children's Privacy](#)
[How To Access Or Correct Your Information](#)
[How To Contact Us](#)

Our Commitment To Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

The Information We Collect:

This notice applies to all information collected or submitted on the HRxpress website. On some pages, you can order products, make requests, and register to receive materials. The types of personal information collected at these pages are:

Name

Company name

Email address

Billing address if you choose not to use PayPay and we invoice you

Shipping address if you request physical delivery

The Way We Use Information:

We use the information you provide about yourself when placing an order only to complete that order. We do not share this information with outside parties except to the extent necessary to complete that order. For example,

if you order posters, the poster company must have your address in order to ship the posters.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

You can register with our website if you would like to receive our newsletter Heads UP! via email, or when you order a product, your email address will drop into our newsletter database. You may request removal from our newsletter at any time upon your request.

We never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Our Commitment To Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Our Commitment To Children's Privacy:

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

How You Can Access Or Correct Your Information

You can access all your personally identifiable information that we collect online and maintain by contacting us. You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

To protect your privacy and security, we may take reasonable steps to verify your identity before granting access or making corrections.

How To Contact Us

Should you have other questions or concerns about these privacy policies, please call us at 1-800-398-5170 or send us an email at info@hrxpress.net.