

# Harvest House Publishers Privacy Policy

Thank you for visiting <http://www.harvesthousepublishers.com>, owned and operated by Harvest House Publishers, Inc.. The following privacy statement explains which types of personally identifiable information (PII) and other types of information we collect on our website and what we do with such information, as well as the procedures for communicating with us about that information. If you feel that the privacy practices employed by Harvest House are not adequate to protect your privacy, you should refrain from using the Harvest House website.

## Non-Personally Identifiable Information

We collect a variety of general and non-personally identifiable information from visitors who use our website. Examples of some of the data that we collect and aggregate include, but are not limited to:

- which web pages were visited,
- the order in which pages were visited,
- which hyperlinks, if any, were "clicked" by the visitor,
- Internet Protocol (IP) address of the visitor,
- type of web browser the visitor is using
- operating system in use,
- size and color resolution of the user's monitor,
- connection speed, date and time the site was visited,
- other non-personally identifiable information.

The reason we keep track of this information is to improve our website and to better serve our website visitors. Collecting and analyzing this information will allow us to determine the most popular sections of the website, the least popular areas of the site, the times and dates that the site is most visited, and in which geographic areas our visitors live. We then use this information to continuously improve our site and to make decisions about when to perform maintenance/upgrades.

This information is collected using our server logs and analysis tools. This type of information is sent by your browser every time a request for a webpage from our servers is made by your browser (i.e.: every time you go to our website). Almost all browsers send this information to the web server at the time a request for a webpage is made.

If sending this type of information is disconcerting to you, there are third-party tools that are available that allow you to monitor and/or change the information sent by your browser. Using these tools will currently not limit your use of the Harvest House Publishers web site; however, in the future this could change.

## Personally Identifiable Information (PII)

Harvest House Publishers collects the Internet Protocol (IP) address of each website user. This data is sometimes considered to be PII. We collect the IP address in order to learn where our users are geographically located, and what Internet Service Providers (ISP's) are the most popular. We then use this data to make enhancements and improvements to our website. In addition, tracking the IP address helps us to determine how many unique users visit our web site.

Harvest House Publishers does **not** use the IP address of website users in order to associate the address with any specific user(s).

Harvest House Publishers' website currently does not collect any other personally identifiable information (PII) from its users, unless that information is voluntarily sent by the user.

The most common instance in which a user may be required to send PII when using the website is during communication with Harvest House Publishers via email or a web-based form used to send information to us. Examples of instances in which Harvest House Publishers may ask that you voluntarily send PII include, but are not limited to: sweepstakes, contests, games, surveys, forums, subscription registrations, content submissions (i.e., reader reviews), chat rooms, bulletin boards, message boards, guest books, general correspondence, requests for products or services, and requests for additional information.



PO BOX 26311 • Eugene, Oregon 97402-0465  
541.343.0123 • Fax 541.342.6410

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## What We Do With PII

The reason we ask for PII in these situations is so we can respond to your inquiry. Harvest House Publishers does not ask for more PII than is reasonably necessary to complete the transaction initiated on the website and/or to participate in the online activity for which the PII was sent.

Harvest House Publishers may use PII in order to market our goods and services by offering promotions and other offers to people who have voluntarily submitted PII to us.

We will never intentionally disclose PII to any third party without your permission, except:

- as may be required by law or by court order,
- to a business partner with whom we are collaborating (see Third Parties below),
- to an independent contractor employed by us to carry out or provide support for the operations of our site or our business,
- or under exigent circumstances to protect the personal safety or property of our users or ourselves.

## Opting Out

Customers may "opt-out" of such promotions at any time by following the instructions provided with the promotion or offer, or by contacting Harvest House Publishers:

Harvest House Publishers  
Attn: Marketing Department  
PO BOX 26311  
Eugene, OR 97402  
Or email – [webmaster@harvesthousepublishers.com](mailto:webmaster@harvesthousepublishers.com)

## Third Parties

Harvest House Publishers is careful about choosing reputable business partners. Occasionally, Harvest House Publishers may collaborate with one of our business partners and share PII with them in an effort to improve website performance or in order to market our goods and services to our customers more effectively. Harvest House Publishers never sells or trades PII to third parties for their own use.

Additionally, The Harvest House Publishers' web site may be linked to/from a third- party's website, which may collect or solicit PII from visitors. Harvest House Publishers has no control over the privacy practices of third parties; therefore, visitors should consult the privacy policy of such websites for information on how they use and collect PII.

## Co-Branded Sites

Harvest House Publishers may occasionally enter into agreement with another company to allow it to use the Harvest House name and/or logo on their site (such as a retailer's site or an author's site). In such instances, Harvest House Publishers does not maintain control over these sites. Harvest House Publishers makes no representation about co-branded sites; these sites may collect PII. Users should consult the privacy policy of the company which owns/operates the website in order to determine if PII is being collected.

## Security of PII

While Harvest House Publishers takes reasonable measures to keep PII confidential and to ensure the integrity and security of our network and website, we cannot guarantee that unauthorized access will never occur.

## Cookies

Cookies are small text files that are created on a web server, passed to the user's browser, and stored on the user's hard drive. Cookies are commonly used to store information about a user's website usage and/or various statistics about the user's computer, connection, software, etc. Most modern browsers are capable of disabling the use of cookies for a specific website or for all websites.



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# Harvest House Publishers Privacy Policy

Harvest House Publishers does not currently use cookies on its website. Harvest House Publishers reserves the right to implement the use of cookies for statistical record keeping, site performance monitoring, and/or storing users' website preferences or other non-PII information. Harvest House Publishers currently has no plans to use cookies for the collection of PII, but this could change in the future.

## E-Mail

Any email sent to Harvest House Publishers will contain the email address of the sender. Harvest House Publishers will store the names and email addresses of users along with the content of the email (which may contain additional PII) in order to correspond with the sender and/or to inform the sender of promotions, offers, or announcements. Once received, reasonable measures will be taken to protect the PII contained therein.

## Additional Notices to Children Under 13 Years of Age and Their Parents

Children using the Internet require special protection, and we urge parents and guardians to explain Internet safety to their children.

We may collect a child's name, address, telephone number, hobbies, gender, birthdate or age, email address, and/or any other information reasonably necessary for the child to participate in particular activities on our site, including but not limited to contests, games and email newsletter subscriptions.

If you are under 13 years of age, you should not provide any PII (for example, your last name, home address or email address) on this site without the knowledge and permission of your parent or guardian. If we learn that you are under 13 years of age, we will not maintain or use any PII about you without the verifiable consent of your parent or guardian or as allowed by law. This means that you may be unable to participate in certain activities on our site. We are prohibited from conditioning a child's participation in an activity on the child's disclosing more PII than is reasonably necessary to participate in such activity.

If a child under 13 years of age wishes to participate in activities on our site, please note the following:

(i) The name, address, telephone number and email address of the operator collecting or maintaining personal information from children through this site is the Web Administrator, PO BOX 26311, Eugene, Oregon 97402-0465. 541.343.0123. email: [webmaster@harvesthousepublishers.com](mailto:webmaster@harvesthousepublishers.com)

(ii) The information collected may be used for purposes such as fulfillment of a requested transaction, recordkeeping or marketing back to the child.

If we change the kinds of information we collect, how we use the offer or offer it to new/different third parties, we will seek parental consent.

(iii) A parent can review and have deleted the child's PII, can refuse to permit further collection or use of the child's PII and can revoke or limit consents previously given. For information on how to do so, please send an email to [webmaster@harvesthousepublishers.com](mailto:webmaster@harvesthousepublishers.com).

Except as otherwise permitted by law, where we are knowingly collecting children's PII, the child will be asked to provide his/her parent's or guardian's email address so that we can contact the child's parent or guardian before any collection of the child's PII. We will then send an email to the parent/guardian indicating, among other things, the information that the child is requested to provide, the intended use(s) of the information and information on how the parent/guardian can, at their election, delete the child's information from our database or records, as well as a link to access this privacy statement. Upon receipt of such notice, a parent or guardian may respond to us granting or denying his/her consent. If consent is denied, we will delete the parent or guardian's email address, the child's email address, and any other PII, if any, previously obtained for securing parental consent. Upon our receipt of parent/guardian consent, we will send a confirming email to the parent/guardian's email address or take such other action as may be required to verify the consent. The child's PII will not be disclosed to third parties other than those who provide support for the internal operations of our website. Parents can revoke a prior consent at any time.

We may collect a child's PII to the extent reasonably necessary to protect the security of this site, to protect against liability or as required or permitted by law. Information collected for these reasons will not be used for any other purpose.

We will never knowingly share a child's PII with a third party for the purpose of permitting that third party to send the child information about their products or services.



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# Harvest House Publishers Privacy Policy

## Contact Harvest House Concerning our Privacy Policy

If you would like to contact Harvest House concerning your privacy and the use of our website, please write us:

Harvest House Publishers  
Attn: Marketing Department  
PO BOX 26311  
Eugene, OR 97402  
or email: [webmaster@harvesthousepublishers.com](mailto:webmaster@harvesthousepublishers.com)

## Acceptance

By using this website, you accept the terms of this policy. If you do not accept the terms of this policy, you should refrain from using the Harvest House Publishers website. This statement may, in Harvest House Publisher's sole discretion, be modified periodically, so you should review this privacy statement on a regular basis. Your continued use of the Harvest House Publishers website signifies that you continue to accept the terms of this statement, as revised from time to time.



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