

## **Privacy Policy**

The effective date of this Privacy Policy is January 22, 2015.

HIGH ST. GRAPHICS LLC (“HIGH ST. GRAPHICS”) respects your privacy. This Privacy Policy describes the types of information that High St. Graphics may collect from you or that you may provide when you visit a website of High St. Graphics and the way that High St. Graphics collects, stores, use, and protects your Personal Information. All of the websites owned or operated by High St. Graphics which contain a link to this Privacy Policy are, collectively, together with all services available through the websites, referred to as the “Site.”

This Privacy Policy may be changed from time to time by High St. Graphics, at its sole discretion. The revised version of this Privacy Policy will be effective at the time we post it, and so High St. Graphics encourages visitors to and users of the Site to regularly review the current Privacy Policy. The most current version of this Privacy Policy will be located at <http://www.highstgraphics.com/legal.html>

Please read this Privacy Policy carefully to understand our policies and practices regarding your information and how we use it. By accessing or using the Site, you agree to this Privacy Policy and the Terms of Use. If you do not agree with our policies and practices, you may not visit or use the Site.

### **Collection of Information by HIGH ST. GRAPHICS**

HIGH ST. GRAPHICS will only collect Personal Information (Personal Information being any information that either identifies or can be used to identify, contact, or locate the person about whom the information is about such as name, mailing address, email address, account number, or credit or debit card numbers) that is relevant to the purposes of the Site and to enable HIGH ST. GRAPHICS to do business with you.

### **Information That Will be Provided to HIGH ST. GRAPHICS**

(a) **General:** HIGH ST. GRAPHICS receives and stores any information you enter on the Site or provide to HIGH ST. GRAPHICS in any other way. While you can choose not to provide HIGH ST. GRAPHICS with certain information, this may limit your ability to use some features available from HIGH ST. GRAPHICS.

(b) **Registration Information:** To use the services provided by HIGH ST. GRAPHICS you will be required to register as a member and to complete a registration form that contains certain personal information including your name, phone number, address, email address and links to your social media accounts. If you are a contributing artist member, you may be asked to provide additional information such as your portfolio. HIGH ST. GRAPHICS may also enable you to provide additional information about yourself, such as a bio, or to choose to include photos of yourself in your member profile. By registering with HIGH ST. GRAPHICS you consent to the use of your personal information as indicated in this Privacy Policy. You may correct, amend or update your personal information and change other privacy preferences at any time by signing into your account.

(c) **Billing and Payout Information:** HIGH ST. GRAPHICS does not currently process billing transactions or collect any billing information. Rather, all payment transactions are handled by Paypal.

HIGH ST. GRAPHICS reserves the right to no longer use Paypal. In such event, in completing transactions for products and services with HIGH ST. GRAPHICS, the following Personal Information will be collected from you:

- (i) billing information such as the number, expiration date, card type and billing address of your credit card;
- (ii) demographic information such as a company name or type, job title and job description; and
- (iii) for artist members, payment information such as a payout method (specific account information).

Although HIGH ST. GRAPHICS may need to collect credit card information from its members, such information will be collected by way of an encrypted secure socket layer technology (SSL) pass-through. HIGH ST. GRAPHICS will not store any member's credit card information on its systems.

**(d) Non-Personal Information Collected Automatically:** When you visit the Site, our servers, some of which may be hosted by a third party, collect your IP address and standard web log information, such as your browser type, the web page from which you entered the Site, the length of time of each visit, and the pages you accessed from the Site. By itself, an IP address is not personal information, although this information may be combined with other personal information. We also collect non-personal information from you by means of Cookies (See below for a discussion of Cookies). The automatically collected information provides us with data regarding the use of the Site, and we use this information to monitor and improve the Site. In particular, we use IP addresses to analyze trends, administer the Site, track users' movements, and gather information for aggregate use. IP addresses are not linked to personal information.

HIGH ST. GRAPHICS may collect and, on any page, display the total counts that page has been viewed, including member profile pages; and

You should be aware that there are programs offered by certain companies that help you to visit websites anonymously. By using such programs, however, HIGH ST. GRAPHICS will not be able to provide you with a personalized experience.

## **Email**

**(a) Email Communication from HIGH ST. GRAPHICS:** HIGH ST. GRAPHICS will use your email address to notify you of HIGH ST. GRAPHICS-related news, products, offers, surveys or promotions or of actions that have been performed to the Site. If you do not want to receive such notifications from HIGH ST. GRAPHICS, you will be able to log into your member account and disable certain email options or click the unsubscribe link at the bottom of the email you received from HIGH ST. GRAPHICS.

**(b) Sharing of your Email Address:** HIGH ST. GRAPHICS will not provide your email address to a third party except as described in the section Sharing of Information below.

## **Cookies and Tracking Technologies**

Cookies are alphanumeric identifiers that the Site transfers to your computer's hard drive through your Web browser to enable HIGH ST. GRAPHICS' systems to recognize your browser and tell HIGH ST.

GRAPHICS how and when pages in the Site are visited and by how many people. HIGH ST. GRAPHICS cookies do not collect personal information, and HIGH ST. GRAPHICS does not combine information collected through cookies with other personal information to tell HIGH ST. GRAPHICS who you are or what your screen name or email address is. Most web browsers can either alert you to the use of cookies or allow you to fully disable cookies. HIGH ST. GRAPHICS recommends that you leave the cookies activated as rejecting cookies may affect your ability to use the Site.

If you are a registered user of the Site, we recommend that you complete your online transactions and log off before surfing to other sites or turning off your PC. We also suggest that you do not surf to other sites during your online session on this Site.

### **Sharing of Information**

HIGH ST. GRAPHICS will not rent or sell your Personal Information to anyone and HIGH ST. GRAPHICS will share your Personal Information only as described below:

(a) **Personnel of HIGH ST. GRAPHICS:** The personnel and authorized consultants and/or contractors of HIGH ST. GRAPHICS may have access to user information if necessary in the normal course of HIGH ST. GRAPHICS' business.

(b) **Agents and Other Service Providers:** One or more outside credit card processing companies will be used by HIGH ST. GRAPHICS to bill you for the goods and services offered by HIGH ST. GRAPHICS and other service providers who help with our business operations. HIGH ST. GRAPHICS will also share Personal Information with certain companies that will perform services on behalf of HIGH ST. GRAPHICS from time to time. We require any company with which we may share Personal Information to limit the use of such Personal Information to the performance of the services being provided to HIGH ST. GRAPHICS.

(c) **Protection of HIGH ST. GRAPHICS and Others:** HIGH ST. GRAPHICS may release personal information when it believes in good faith that release is necessary to: comply with any law, order rule or regulation; to enforce the Terms of Use and other policies of HIGH ST. GRAPHICS from time to time; or to protect the rights, property, or safety of HIGH ST. GRAPHICS, its members, its employees, or others. For example, HIGH ST. GRAPHICS may exchange information with other companies and organizations for fraud protection and credit risk reduction.

(d) **Member Profile Information:** Information collected during registration and visits to the Site, such as your full name and location, may be displayed to other HIGH ST. GRAPHICS users in your member profile. The member profile area allows you to give other HIGH ST. GRAPHICS members additional information about yourself, but you control what Personal Information is included and displayed.

(e) **Corporate Transactions:** HIGH ST. GRAPHICS may share personal information with companies it would consider merging with, acquiring, or being acquired by.

(f) **With Your Consent:** Except as noted above, we will contact you when your Personal Information is shared with third parties or used for a purpose incompatible with the purpose(s) for which it was originally

collected. You will be able to opt out to prevent the sharing of this information, however, opting out may impact your ability to use the Site and the services provided by HIGH ST. GRAPHICS.

### **Security of Information**

(a) **Passwords:** Your HIGH ST. GRAPHICS member account information is protected by a password for your privacy and security. You should protect against unauthorized access to your password and to your computer by using a strong alpha-numeric password and by logging off once you have finished using a shared computer.

(b) **Access by HIGH ST. GRAPHICS Employees:** Only employees of HIGH ST. GRAPHICS who need personal information to perform a specific job (for example, a customer service representative) are granted access to your member account information. All of HIGH ST. GRAPHICS' employees will be kept up to date on our privacy and security practices.

(c) **Encryption of Sensitive Data:** When you enter sensitive information (such as a credit card number) through our Site, HIGH ST. GRAPHICS encrypts that information using secure socket layer technology (SSL). As noted above, collection of credit card information from HIGH ST. GRAPHICS' members is collected by way of an encrypted secure socket layer technology (SSL) and HIGH ST. GRAPHICS will not store any member's credit card information on its systems.

(d) **Disposal of Personal Information:** Documents containing personal information are retained in accordance with requirements of the federal and state law. At such time as documents containing Personal Information may be disposed of, we dispose of physical documents and electronic media containing personal information in such a manner that destroys, erases, or makes unreadable the data, computer files and documents containing personal information through the use of disposal methods such as shredding and the use of electronic "scrubbing" programs that permanently erase all data stored on electronic media.

(e) **Disclaimer:** Although HIGH ST. GRAPHICS will use commercially acceptable methods to protect all Personal Information submitted to it, you should be aware that no method of transmission over the Internet, or method of electronic storage, is completely secure. HIGH ST. GRAPHICS cannot guarantee the security of your Personal Information transmitted to the Site. Any transmission of Personal Information is at your own risk.

### **Minors**

You must be 18 years and older to register to use the Site and so HIGH ST. GRAPHICS has no intention of soliciting or knowingly collecting Personal Information from anyone under that age. If HIGH ST. GRAPHICS learns that it has collected information from a minor under the age of 18, HIGH ST. GRAPHICS will delete that information as quickly as possible. If you are under the age of 18, do not enter any information on our Site.

### **Links to and from other Websites**

This Privacy Policy does not apply to and we are not responsible for the privacy practices and policies of, non-HIGH ST.. GRAPHICS websites, including Paypal. We have no knowledge of how any third party

uses cookies, or how they collect, use, store, and protect your personal information. You should read the legal, privacy and security information contained in each and every website you visit.

### **Conditions of Use**

If you decide to visit the Site, your visit and any possible dispute over privacy is subject to this Privacy Policy and our Terms of Use, including limitations on damages, arbitration of disputes, and application of Connecticut law. By viewing, accessing, or using the Site; registering, accessing or modifying your account information, or making a payment, you accept and agree to all the terms, conditions and notices contained in or referenced on the Site, including without limitation this Privacy Policy and our Terms of Use. If you do not agree with all of the terms, conditions, and notices in the Site, this Privacy Policy, the Terms of Use, or any other agreement contained in or referenced on the Site, you may not use the site or any Service or information provided by the Site.

### **Changes to this Privacy Policy**

HIGH ST. GRAPHICS may amend this Privacy Policy from time to time, at its sole discretion. If HIGH ST. GRAPHICS makes changes to the Privacy Policy, HIGH ST. GRAPHICS will notify you by posting an announcement on the Site so you are always aware of what information we collect, how we use it, and under what circumstances if any, it is disclosed. You will be deemed to have been made aware of, and will be subject to, any material changes to this Privacy Policy after such notice has been posted. Use of information collected by HIGH ST. GRAPHICS will be subject to the Privacy Policy in effect at the time such information is used, regardless of when the information was collected.

HIGH ST. GRAPHICS takes the privacy of its members seriously. If you have any questions or concerns about this Privacy Policy you are encouraged to contact us at [info@highstgraphics.com](mailto:info@highstgraphics.com)