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## YOUR PRIVACY RIGHTS

NEWN recognizes that when you choose to provide us with information about yourself you trust us to act in a responsible manner. We believe this information should only be used to help us provide you with better service. That's why we have put a policy in place to protect your personal information. Below is a summary of our policy.

## PERSONAL INFORMATION WE COLLECT

When you visit our Web site and access general information, you remain anonymous. Before we ask you for information we will explain how this information will be used. Your personal information will not be provided to any other company or individual without your express written permission, except that should you arrive at our site from an affiliated third party site and/or have a relationship with such an affiliated third party for which NEWN provides online CLE or other services, NEWN may provide information about your use of the NEWN site to that third party. In such cases, the information provided to the third party is governed by their Privacy Policies.

The NEWN site requires registration to access. There are occasions where we will ask for additional information. We do this to be able to better understand your needs and provide you with services that we believe may be valuable to you. Some examples of information our Web site collects are name, address, phone number and e-mail address. We give you the opportunity to elect not to receive materials from us. If you sign up to receive information from TLCE, such as an electronic newsletter, each message you receive from NEWN will include instructions on how you can be removed from that list.

Our Web site may also collect certain information about your computer's software and hardware, including such items as: your IP address, browser type, operating system, domain name, access times and referring Web site addresses. This information is used for the operation of the service, to maintain quality of the service (including diagnosis of reported problems), and to provide general statistics regarding use of the Web site. In a few areas on our Web site, we may ask you to provide information (such as your email address, a username and/or a password) that will enable us to verify whether you are entitled to access and use certain information, materials and services available from our Web site. Your participation in this is completely optional. However, failure to take part may mean that you cannot access and use certain information, materials and services.

## NEWN WILL PROTECT YOUR PRIVACY

We will take appropriate steps to protect your privacy. This includes having put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. Whenever you provide sensitive information we will take reasonable steps to protect it.

## “COOKIES”

NEWN's current policy is not to implement cookies. Web sites sometimes use cookies and log files to store and track information about you. A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. Because returning purchasers of NEWN coursewares must register NEWN has no requirement to collect login information previously provided. It

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is possible that in the future, NEWN will use information from cookies and log files to deliver relevant information to you and collect information we need to administer our service to you. In order for you to use our service we require that you have cookies enabled on your computer.

**DATA STORAGE IN THE U.S.**

Currently, The NEWN Web site only collects information store and process that information in databases located in the United States.

**QUESTIONS?**

Due to the rapid evolution of Internet technology we may occasionally update this policy. NEWN welcomes your comments and questions on this policy. We are dedicated to protecting the personal information of our clientele and we will make every reasonable effort to keep that information secure. Please direct your questions to [dmcdonald@newnexperts.com](mailto:dmcdonald@newnexperts.com)