

## At Autobooks your peace of mind is our top priority.

*Any information given to us from you, whether personal or group based is confidential. We want you to understand how the Autobooks process works and how we collect and use the personal information you provide to us on [www.Autobooks.co](http://www.Autobooks.co), so we ask that you carefully read our Privacy and Security Statement.*

### **Autobooks Security**

All information about you is protected according to established industry security standards and procedures. We are always looking to update and implement the newest online security available.

In order to use the Website, you must first create a user name and password. During registration you are required to give contact information such as name, physical and email address. SSN numbers, Cell phone number, as well as D.O.B may also be collected during registration. We use this information to contact you about the services on our site in which you have expressed interest.

Autobooks is the sole owner of the information collected on [www.Autobooks.co](http://www.Autobooks.co). Autobooks collects personally identifiable information from our users at several different points on our Website and uses it exclusively to provide the services you've requested.

Autobooks collects third party personally identifiable information such as email addresses, when users create their contacts within their accounts. Autobooks uses this information to fulfill the users' service requests such as emailing groups or requesting payment and not for promotional services within [Autobooks.co](http://Autobooks.co).

### **Confidentiality of Information**

Autobooks uses third parties to provide credit card processing capabilities on our site. When you make a payment using a credit card, we will provide credit card information as necessary for the third party to facilitate the payment transfer. Information that is exchanged with the processor may include name, address, and credit card number of cardholder. These third parties are prohibited from using your personally identifiable information for any other purpose.

Autobooks will never share, rent, trade, or sell information given to us by you to a third party for marketing purposes. Only information about your account or transfers will be disclosed to third parties or to new billers: a) where it is necessary for opening or maintaining your account, or for completing transfers or payments, b) if lawfully required or, c) if you request or authorize it.

### **Protection of Information Exchanged Online**

While going through the registration process at our website you submit personal and financial information that is necessary to begin using the service or process payments. During any exchange of information on our website a "secure session" is established with Secure Sockets Layers (SSL). Using 128-bit encryption SSL technology secretly encodes information that is sent over the Internet between your computer and Autobooks. This is the highest level of security technology commercially available. To make sure the session is secure you will find "https" instead of "http" to the left of the web page address on your browser. That "s" means the session is secure. No method of transmission over the Internet or method of electronic storage is 100% secure. Therefore, we cannot guarantee its absolute security.

### **Accurate and Updated Information**

If your personally identifiable information changes, or if you no longer desire our service, you may update or delete it by making the change on our member information page, by emailing our Customer Support at Support@Autobooks.co or by contacting us by telephone or postal mail at the contact information listed below.

The Autobooks infrastructure is designed to keep records accurate, current and complete. You will have the ability to see your personal information each time you login to the Autobooks website, or, if you would prefer, emailing us at Support@Autobooks.co during regular business hours. If you see your records are incomplete, inaccurate or not current, please email, write or call us and we will investigate the matter and correct the information.

We will retain your information for as long as your account is active or as needed to provide you services. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes and enforce our agreements.

### **Cookies**

We use session ID cookies and persistent cookies. We use session cookies to make it easier for you to navigate our site. We set a persistent cookie to store preference information, so you don't have to enter it more than once. Persistent cookies also enable us to track and target the interests of our users to enhance the experience on our site. Users can control the use of cookies at the individual browser level. If you reject cookies, you may still use our site, but your ability to use some features or areas of our site may be limited.

### **Log Files**

As is true of most Websites, we use a third party tracking-utility partner to gather certain information automatically and store it in log files. This information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp and clickstream data.

We use this information, which does not identify individual users, to analyze trends, administer the site, track users' movements around the site and gather demographic information about our user base as a whole.

### **Tracking Technologies**

Technologies such as: cookies, beacons, tags and scripts are used by Autobooks, affiliates, or analytics. These technologies are used in analyzing trends, administering the site, tracking users' movements around the site and to gather demographic information about our user base as a whole. We may receive reports based on the use of these technologies by these companies on an individual, as well as aggregated basis.

### **Opt-Out Options**

Autobooks sends out confirmation emails and critical service updates. The user may not opt out of receiving these types of communications.

### **Testimonials**

We can post customer testimonials on our website, which may contain personally identifiable information. We do obtain the customer's consent via email prior to posting the testimonial to post

their name along with their testimonial. If you would like to request the removal of your testimonial from our site, contact us at [Support@Autobooks.co](mailto:Support@Autobooks.co).

### **Public Forums**

Our website may offer publicly accessible blogs or community forums. You should be aware that any information you provide in these areas may be read, collected and used by others who access them. To request removal of your personal information from our blog or community forum, contact us at [Support@Autobooks.co](mailto:Support@Autobooks.co). In some cases, we may not be able to remove your personal information, in which case we will let you know if you are unable to do so and why.

Our blog is managed by a third party application that may require you to register to post a comment. We do not have access or control of the information posted to the blog. You will need to contact or login into the third party application if you want the personal information that was posted to the comments section removed. To learn how the third party application uses your information, please review their privacy policy.

### **Links to 3rd Party Sites**

Our Site includes links to other Websites whose privacy practices may differ from those of Autobooks. If you submit personal information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any Website you visit.

### **Social Media Widgets**

Our Website will eventually include Social Media Features, such as the Facebook Like button [and Widgets, such as the Share this button or interactive mini-programs that run on our site]. These Features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these Features are governed by the privacy policy of the company providing it.

### **Disclosure Policy**

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our Website.

In the event Autobooks goes through a business transition, such as a merger, acquisition by another company, or sale of all or a portion of its assets, your personally identifiable information will likely be among the assets transferred. You will be notified via email of any such change in ownership or control of your personal information.

### **Modifications to Privacy Statement**

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our homepage prior to the change becoming effective.

### **How to Contact Us Regarding Privacy and Security Issues**

Privacy and Security are first on our list. We want you to feel comfortable using a service that was designed for you. The best way to do that is to make sure all of your questions and concerns are answered. Email us with questions or comments at [Support@Autobooks.co](mailto:Support@Autobooks.co) or call toll free 1.866.617-3122 during standard business hours.

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Thank you for using Autobooks!

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