## PRIVACY POLICY

Because this Web site wants to demonstrate its commitment to our users' privacy, it has agreed to notify users of:

- 1. What personally identifiable information Planet Bee collects.
- What personally identifiable information third parties collect through the Web site.
- 3. What organization collects the information.
- 4. How Planet Bee uses the information.
- 5. With whom Planet Bee may share user information.
- 6. What choices are available to users regarding collection, use and distribution of the information.
- 7. What measures Planet Bee takes to protect the information under its control.
- 8. How users can correct any inaccuracies in the information.

If you feel that our company is not abiding by its posted privacy policy, please contact the Planet Bee Compliance Officer by email at info@Planetbee.org.

### INFORMATION COLLECTION AND USE

Planet Bee is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others in any way that varies from what is disclosed in this statement. Planet Bee collects information from our users at several different areas on our site.

You may receive information regarding new features, services and special offers we think you'll find valuable. We may also share information with carefully selected business partners. These businesses may use the information we share to provide valuable opportunities and offers. If you'd like to opt out of future mailings from Planet Bee, Inc., follow the procedure outlined in the Choice/Opt-out section below. When we present you with the opportunity to receive marketing opportunities from our business partners we will not automatically subscribe you for these promotions, rather we will provide you with the opportunity to opt-in to these third party marketing programs.

You may also access the personal information you have submitted to Planet Bee by selecting "Your Account" and editing the information as it exists in our system currently. You are also able to access your information in order to update or delete it by sending us an email at info@Planetbee.org.

### Ordering

Planet Bee order forms request data from users including: Contact information such as name and shipping address; financial information such as credit card number, expiration date, billing address, and billing phone number. This information is used for billing purposes to verify that the customer is of legal age, and to fill customers' orders. If we encounter difficulty when processing an order, this contact information is used to contact the user. This information is harvested from a secure area and encrypted for our customers' protection. It is not sold or shared with anyone else under any circumstances.

# Gift Recipients

We collect contact information, such as name, shipping address and phone number, for gift recipients to ensure correct gift delivery. We do not sell, share or rent any contact information for gift recipients with

third parties. We do not sell or rent any personally identifiable information that you provide to us regarding gift recipients, but they may receive offers from us highlighting new features, new products and services and special offers we think they will find of interest. Also we may send marketing offers to gift recipients on behalf of ourselves and our business partners. In connection with such offers, we allow gift recipients to opt out of receiving future marketing-related mailings from us.

## COOKIES

A cookie is data stored on the end-user's hard drive with information that relates directly to the end-user's visit to our web site. Any information placed in the cookie is accessible only to Planet Bee, and will not be sold or shared with anyone else under any circumstances. We use a cookie to store a unique session identifier, which allows us to maintain shopping cart and state selections from one page request to the next, and maintain session information from one visit to the next. By setting a cookie on our site, the user would not have to log in more than once, thereby saving time while visiting our site. If a user rejects the cookie, they may still browse our site. However, the user experience will be greatly curtailed and only the California catalog will be available. In addition, the user will be unable to log in or make a purchase. Cookies also enable us to track and target the interests of our users to enhance users' experience and display products that relate directly to individual user preferences. Cookies are tied to personal information but the information collected through cookies is never shared with third parties.

Some of our business partners (e.g., advertisers, tracking utility services) use cookies on our site. We have no access to or control over these cookies.

#### LOG FILES

We use IP addresses to analyze trends, administer the site, track users' movement and gather demographic information for aggregate use. IP addresses are not linked to personally identifiable sites.

### **SHARING**

We will not sell, share, or rent this information to others in any way that varies from what is disclosed in this statement.

Planet Bee will share aggregated demographic information with its partners and advertisers. This is not linked to any personal information that can identify any individual person.

We use an outside shipping company to ship orders, and a credit card processing company to bill users for goods and services. These companies do not retain, share, store or use personally identifiable information for any secondary purposes.

We value your privacy at Planet Bee, and will never release any account information to anyone outside of the necessary core groups that help our business function unless our customers give us the authority to do so.

# LEGAL DISCLAIMER

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 to comply with a judicial proceeding, court order, or legal process served on our Web site.

### LINKS

This web site contains links to other sites. Please be aware that Planet Bee is not responsible for the privacy practices of other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

# **EMAILS**

If a user wishes to subscribe to our emails we ask for contact information such as name and email address. We may use your personal information for purposes other than sending you promotional materials. For example, we may use your information to complete transactions requested by you, or to send you administrative communications about any account you may have with us or about future changes to this Privacy Policy.

#### **SECURITY**

When our order form asks users to enter sensitive information (such as credit card number and/or social security number), that information is encrypted with the best encryption software in the industry - SSL (Secure Socket Layers) provided by VeriSign, the premier encryption Software Company available today. On a secure page such as our order form, the lock icon on the bottom of Web browsers' switches to locked, as opposed to unlocked mode, and back to open mode when you are just browsing.

We also do everything in our power to protect user data offline. All sensitive information is restricted in our offices. Only employees who need the information to perform a specific job (for example, a Customer Care representative) are granted access to personally identifiable information, and are required to lock their station when they leave their station.

All employees are kept up to date on our security and privacy practices. Every quarter and whenever new policies are implemented, our employees are reminded about the importance of keeping customer data secure and safe at all times. The servers with personally identifiable information are stored in a locked and secure environment.

If you have any questions about the security at our website, you can send an email to: info@Planetbeecompany.com

## CHANGES IN THIS PRIVACY STATEMENT

If we decide to change our privacy policy, we will post those changes to this privacy statement, the home page, 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 home page.

YOUR CALIFORNIA PRIVACY RIGHTS

Beginning on January 1, 2005, California Civil Code Section 1798.83 permits customers of Planet Bee who are California residents to request certain information regarding its disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please send an e-mail to info@Planetbee.org or write us at:

Privacy Officer Planet Bee Foundation. 3035 25th Ave San Francisco, CA 94132

The Privacy Notice posted on this site was updated on January 1, 2016.