

PRIVACY POLICY

Updated January 2018

This privacy policy discloses the privacy practices for www.craynecareer.com . We are the sole owners of the information collected on this site. Crayne Career Solutions, LLC is committed to your privacy and we will have access to/collect information that you voluntarily give us via email or other direct contact from you. We understand the confidential nature of all aspects related to your career and we take our responsibility seriously to protect the data that you provide us. Any information you provide us is held in strict confidence and will not be sold, leased, or rented to third parties, but will be used for the purposes of providing services described on this website.

PURPOSE: By visiting our website, you accept and agree to the terms and conditions of this privacy policy. In particular, you consent to our collection and use of your personal information as described in this privacy policy. CONTACT INFORMATION If you have questions or comments concerning the foregoing Terms and Conditions Agreement and/or Privacy Policy, please visit our 'Contact Us' page of the website or email us directly at info@craynecareer.com.

SECURITY: We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. If any information has to be printed, it will be shredded using a fine cross-cut shredder and discarded appropriately. Wherever we collect sensitive information (such as credit card data via PayPal), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the top of your web browser while visiting PayPal's website www.paypal.com, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

YOUR ACCESS TO AND CONTROL OVER INFORMATION: You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us at info@craynecareer.com or call (973) 748-5555:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.