

## **Our Privacy Policy**

At Sunroom Store LLC (“The Sunroom Source”), we are committed to protecting your right to privacy. In keeping with that commitment, we are providing you with details about the information we collect while doing business. If you ever have any questions about this policy, which we may change from time-to-time, please simply e-mail us with your questions at [service@thesunroomsource.com](mailto:service@thesunroomsource.com) , or write us at 621-B W Broad St, Elizabeth City, NC 27909.

### **When you visit our site**

When you visit our Site, your computer may be assigned a permanent "cookie" (a small text file) to be stored on your computer's hard drive. The purpose of the cookie is to identify you when you visit this Site so we can enhance and customize your online experience.

You can choose to browse our Site without cookies by configuring your computer in a certain manner, but without these identifier files you may not be able to take advantage of certain features of the Site. Each web browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences.

We also may collect certain technical information from your computer each time you request a page during a visit to our Site. This information may include your Internet Protocol (IP) address, your computer's operating system, browser type and the address of a referring web site, if any. We only collect this information to enhance the quality of your experience during your visit to this Site and we do not sell or rent this information to any third parties.

We also may contract with third parties to provide us with data collection and reporting services regarding our customers' activities on our site and to track and measure performance of our marketing efforts. These third parties may use cookies and may receive anonymous information about your browsing and buying activity on this Site.

None of your personally identifiable information (such as your name, address, email address, telephone number, etc.) will be received by or shared with these third parties.

**When you request information, a catalog or to be contacted**

You are automatically placed on our contact list when you submit your contact information to us. The contact information you decide to provide to us may typically include your name, address, e-mail address, telephone number, etc. We use such personal information to provide assistance to you or aid you in learning more about our products and services. This personal information is safely maintained and utilized by us, and with your consent is shared only with Sunroom Source-authorized contractors, where appropriate, so that they can contact you with information you want about Sunroom Source products. Sunroom Source-authorized contractors are obliged to treat your personal information as confidential and are not authorized to use the information for any other purpose.

In addition to receiving promotional information about our products, you may occasionally receive special mailings from us and/or from Sunroom Source-authorized contractors whose services may be of interest to you. To remove your name from our contact list, please send an e-mail to [service@thesunroomsource.com](mailto:service@thesunroomsource.com) or write us at PO Box 2028, Elizabeth City, NC 27906-2028. You may also then wish to contact the contractor, and request that they also remove your name from their contact list.

**E-Mail**

From time to time you may receive e-mailed information about our products, promotions, and services. To remove your name from our e-mail list, please click the "unsubscribe" link at the bottom of any promotional e-mail or send a blank e-mail to [unsubscribe@thesunroomsource.com](mailto:unsubscribe@thesunroomsource.com).

**When you enter a contest or complete a survey**

Contests and surveys provide us with an opportunity to improve our product offerings, and enhance our Web site and services. While we do not release specific information

about survey participants, we may provide interested third parties such as Sunroom Source-authorized contractors with aggregate data (such as user demographics) and may occasionally e-mail our participants about special offers and site updates. If you prefer not to receive e-mail from us, please click the "unsubscribe" link at the bottom of any promotional e-mail or send a blank e-mail to [unsubscribe@thesunroomsource.com](mailto:unsubscribe@thesunroomsource.com).

### **When you click on a link in our e-mail communications**

In order to create a better electronic community, we may collect specific user profile information, such as the referring URL. This information is used to identify broad demographic trends that may allow us to provide you with information tailored to your interests. You will not be personally identified from this information.

### **When you leave our site**

We have no control over the privacy practices of sites outside our domain. If you follow a link to another Web site, read the site's privacy policy and contact the site's administrator with your privacy-related questions.

### **Security Policy**

To protect the data of our architects, customers and suppliers stored at Sunroom Source from accidental or deliberate modification, loss, destruction or access by unauthorized persons, we have taken appropriate technical and organisational measures. Our security measures are continually improved in accordance with technological developments or as required by law.

### **A special word to parents of children under the age of 13**

We strongly encourage parents of young Web users to play an active role in their children's online activity. Children under age 18 should not submit contact information, service requests or other documents to Sunroom Source without prior consent of their parent or legal guardian.