

Old Live Oak Books Privacy Policy

This privacy policy relates to Old Live Oak Books, Inc. and its subsidiaries, which are collectively referred to as “Old Live Oak Books”, “we”, “us” and “our”. This policy sets out how we use and protect any personal information that you give us when you use this website. We respect your privacy. This privacy policy provides information about how we handle personal data, e.g. what kind of data we collect, how we collect them and how we use them. If you have any questions about this policy or do not agree with it, please contact us before using this website.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure you are aware of any changes.

If you are resident in the European Economic Area (“EEA”) or Switzerland, we comply with applicable legal requirements providing adequate protection for the transfer of your personal information to countries outside of the EEA or Switzerland (as applicable). Old Live Oak Books and its U.S. subsidiaries are certified under the U.S.-EU/Swiss Safe Harbor privacy framework regarding the collection, storage, use, transfer and other processing of personal information transferred from the EEA or Switzerland to the U.S. Click [here](#) to view our Safe Harbor Privacy Policy.

We self-certify compliance with:



What information do we collect?

You can access our website pages without having to input any information about yourself. In certain cases, however, you will be able to enter your personal data, but you are not obligated to do so. All personal information you provide is voluntary. We collect personal data entered in data fields in the corresponding sections of the website. The data may include your name, address, email address and telephone number. For the avoidance of doubt, we would like to point out that we do not collect any sensitive personal data, as defined in applicable local law.

What do we do with the personal information we collect?

We collect, process and use your personal data for different purposes, which include the following examples:

- to inform you about our services or offers (if you have requested them);
- to address the purpose for which you have submitted your personal data to us;
- to improve our marketing and advertising activities, as well as to improve the contents and services offered on the website;
- to gain a better understanding of your needs and to enhance our products and services for you; and
- to make decisions about positions if you have supplied personal data to us as part of a job application.

Whom do we share this information with?

We will not transfer, disclose, sell, distribute or lease your personal information to third parties other than as described in this Privacy Policy and to our Old Live Oak Books companies as reasonably necessary unless we have your permission or are required or permitted by law.

We may transfer personal information we collect about you through this website to countries other than the country in which the information originally was collected. Those countries may not have the same data protection laws as the country in which you initially provided the information. When we transfer your personal information to other countries, we will protect that information as described in this Privacy Policy.

Otherwise we will only transmit personal data without your consent in the following cases:

- if the transmission of your personal data is reasonably necessary in order to achieve the purposes outlined in the section titled, “What do we do with the personal information we collect?”;
- if the transmission of your personal data to subcontractors or to our consultants is required to fulfill a contract which you entered into with us;
- if the transmission of your personal data – in accordance with the EU Data Protection Directive or other applicable law – is necessary to safeguard our legitimate interests and is proportionate bearing in mind your interests;
- To comply with or respond to governmental, professional and legal obligations or inquiries, carry out investigations and perform internal administrative activities; or
- if the transmission of your personal data is required or permitted by applicable law.

In the event that we transmit personal data to third parties who provide services to us, we will use all reasonable efforts to ensure that these third parties also comply with this Privacy Policy and applicable privacy laws.

How to get copies of or amend the personal information we have collected

If you have sent us your personal information and wish to inspect, change or update the personal data we have collected or if you wish to ask Old Live Oak Books to delete your personal data, you can send correspondence to the email address or mailing address provided below in the section titled, “About us and contact details”. We will not store your personal data any longer than required for the purpose described in this privacy policy or as otherwise agreed with you.

Protection of Collected Personal Information

We maintain reasonably appropriate administrative, technical and physical safeguards to protect your personal data collected through this website against unauthorized access, unauthorized use and unauthorized change, as well as against illegal destruction. We will take reasonable steps to restrict access to personal data so that only those staff members who require knowledge about your data in order to fulfill the purposes mentioned in this Privacy Policy will have access to your personal data.

Minors

The Old Live Oak Books website is not intended for use by minors under the age of 13 and as such we request that minors under the age of 13 do not submit any personal information to us via the website. We recommend that parents remind their children to handle their personal data securely and responsibly on the Internet. We will not ask minors to provide their personal data if we have knowledge of their minority.

Linking to other websites

This website contains links to other websites which are not operated by Old Live Oak Books. We assume no responsibility for the contents provided by third parties and hereby exclude all liability for the data protection and

data security devices provided on the linked websites. We strongly suggest you review the third parties' privacy policies that you access from our website.

Cookies

When you access the website, a session cookie (a small data file stored on your computer's hard drive or browser) may be saved on your computer. We may use the cookies to find out which sites people access and how much time they spend there. This information could help us to determine the website's most popular sections. We may choose to analyze this information to better customize the website according to our customers' needs and requirements. A cookie sends back limited information in it to the website the next time the user accesses the website to help us to establish if the user has accessed it previously. This is why the website can reflect the user's preferences. If you wish to find out more about the functions of cookies or configuring your browser in such a way that it allows all cookies, rejects all cookies or informs you when a cookie is being sent, please consult your browsers' instructions or help pages.

This website platform has been designed for using cookies so that the deactivation of the cookie function may reduce the website's usability. We do not use the information from cookies in our website applications.

When you access our website, we may automatically collect technical information, although you cannot be identified from this technical information. Such information can comprise, for example, the domain name of the website from which you accessed our website. We may collect this data to find out the personal preferences users have when surfing the Internet. If we choose to collect this data, we will only use it for internal purposes in order to be able to survey the users' demographics, interests and internet-surfing behavior. Anonymous or general information, by which you cannot be identified, are not personal data, and this Privacy Policy does not cover such data.

About us and contact details

This website is provided by Old Live Oak Books, 21 Waterway Avenue, Suite 300, The Woodlands, TX 77380, United States of America. Our website server is based in the United States of America.

Should you have any questions regarding our Privacy Policy or your personal data, please email privacy@corpsoptima.com and in the case of Europe, Middle East and Africa, Attention: General Counsel-Old Live Oak Books, United Kingdom or email privacy@corpsoptima.com.

Amendment of Privacy Policy

We are entitled to amend our Privacy Policy at any time without prior notice.

Effective Date: June 15, 2015