***Privacy Policy***

Last Modified: Feb 01, 2012

This is the privacy policy of Traveling Mailbox, LLC (TM) applicable to the website at located at www.travelingmailbox.com (“the Website”), should you become a customer, to our securely hosted and encrypted software application and platforms, which requires registration and payment and may include online postal mail, check processing, document scanning and/or other mail-related services performed (“the Hosted Services”).

The team at Traveling Mailbox, LLC takes very seriously the job of providing premium level business and personal services and features and to protecting the privacy of you and your personal information. The document below outlines the commitment we have made to protect your privacy. We do reserve the right to change this agreement, but any changes made will be posted here and will be in the best interest of security and confidentiality of you, our valuable customer.

***The Website***: We collect limited levels of personal information when you access the Website located at www.travelingmailbox.com.

***Information you provide*** – When you visit our publicly-accessible Website, we collect the web page you came from, your browser's user agent string, any keywords you used in a search engine, your computer's IP address, the time and date, the name of the pages your computer visited, and how long it spent on each page. This information is collected for analytical purposes for use in the development of advanced mail and other related services.

***TM cookies*** - When you visit TM, we send to your computer one or more cookies - a cookie is a small file containing a string of characters - uniquely identifying your browser. We use cookies to improve the quality of our service by storing user preferences and tracking user trends. Most browsers are initially set up to accept cookies, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, please note that some TM features and services may not function properly if cookies are disabled in your browser settings. If additional details regarding cookie settings and functionality are required, please contact our Customer Service department at 1-855-749-1737 for additional information.

The website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage users to be aware when they leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

***Partners***: We may work with a partner site, such as a vendor, to offer certain services. We only provide information to trusted partners who work on behalf of or with TM under confidentiality agreements. These companies may use your personal information to help TM communicate with you about offers from TM and our partners.

**The Hosted Services**: When you sign up for a Hosted Service that requires registration, we ask you for personal information (such as your name, email address, and an account password). For services such as online postal mail, we also request and store credit card or other payment account information, address and telephone information, and physical copies of your identification papers. For services such as check processing and depositing, we will request and store information relating to your banking account. All information will be maintained in encrypted form on secure servers or in secure physical facilities, as appropriate with confidentiality and security in force. We may combine the information you submit under your account with information from other TM services or third parties in order to provide you with a better experience and to improve the quality of our services. For certain services, we may give you the opportunity to opt out of combining such information.

***Except in the unlikely event that we are required to do so by law, personal details of your visit to our publicly-accessible website will never be shared with any third party without your permission.***

***User communications*** - When you send email or other communication to TM, we may retain those communications in order to process your inquiries, respond to your requests and improve our services.

***Log information*** - When you use TM services, our servers automatically record information that your browser sends whenever you visit a website. These server logs may include information such as your web request, Internet Protocol address, browser type, browser language, the date and time of your request and one or more cookies that may uniquely identify your browser.

***Affiliated sites*** - We may offer some of our services in connection with other web sites. In such cases, personal information that you provide to those sites may be sent to TM in order to deliver the service. We process such information in accordance with this Privacy Policy and continue to protect your confidential information with advanced security measures. The affiliated sites may have different privacy practices and we encourage you to read their privacy policies.

***Links*** - TM may present links in a format that enables us to keep track of whether these links have been followed. We may use this information to improve the quality of any customized content or advertising that we may offer.

***Other sites*** - This Privacy Policy applies to websites and services that are owned and operated by TM. We do not exercise control over third-party sites. These other sites may place their own cookies or other files on your computer, collect data, or solicit personal information from you. We encourage you to contact other sites to request copies of their Privacy Policy documents.

TM only processes personal information for the purposes described in the applicable Privacy Policy and/or privacy notice for specific services. In addition to the above, such purposes include:

* Providing our products and services to users, including the scanning of envelope images, the display of those scanned images in notification emails to you and in your online account, the display and routing of the scanned contents of mail, and solicited advertising content.
* Sending you certain communications relating to TM services, such as service announcements, administrative messages, and Customer Service inquires, all of which are considered part of your TM account and do not require us to offer you the opportunity to opt out of receiving them.
* Site usage tracking, in order to enable us to monitor Web site traffic and usage patterns in order to continually enhance and improve the service we offer, and for customer source information. In this process, we may collect IP addresses (which indicate the location of your computer on the Internet) to ensure effective technical operations. We may provide anonymous reporting for internal and external clients.
* Auditing, research, and analysis in order to maintain, protect, and improve our services.
* Ensuring the technical functioning of our network.
* Developing new services.

You can find more information about how we process personal information by referring to the privacy notices for particular services.

TM processes personal information on our servers located in the United States of America and reserves the right to process personal information in other countries. In some cases, we may process personal information on behalf of and according to the instructions of a third party.

***Personal Information Restriction***

When you sign up for a particular service that requires registration, we notify you of our Privacy Policy. We also ask you to provide personal information. If we use this information in a manner different from the purpose for which it was collected, then we will ask for your consent prior to such use.

If we propose to use personal information for any purposes other than those described in this Policy and/or in the specific service notices, we will offer you an effective way to opt out of the use of personal information for those other purposes. We will not collect or use sensitive personal information for purposes other than those described in this Policy or the specific service notices, unless we have obtained your prior consent (such as in our service agreements).

You can decline to submit personal information to any of our services, in which case TM may not be able to provide those services to you and we respect your personal rights of refusal for our services for this reason.

***Information Sharing***

TM does not rent, sell, or share personal information about you with other people or non-affiliated companies except to provide products or services you've requested. or under the following circumstances:

* + If we provide such information to our subsidiaries, affiliated companies, or other trusted businesses or persons for the purpose of processing personal information on our behalf. We require that these parties agree to process such information based on our instructions and in compliance with this Policy and any other appropriate confidentiality and security measures, including adequate data protection principles.
	+ If we have a good-faith belief that access, use, preservation, or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process (including without limitation subpoenas and court orders), or enforceable governmental request, (b) enforce applicable terms of service, including investigation of potential violations thereof, (c) detect, prevent, or otherwise address fraud, security, or technical issues, (d) protect against imminent harm to the rights, property, or safety of ECM, its users or the public as required or permitted by law, or (e) to establish or exercise our legal rights or defend against legal claims.
	+ If TM becomes involved in a merger, acquisition, or any form of sale of some or all of its assets, we will provide notice before personal information is transferred and becomes subject to a different privacy policy.
	+ We may share with third parties certain pieces of aggregated, non-personal information, such as the number of users who searched for a particular term, for example, or how many users clicked on a particular advertisement. Such information does not identify you individually.

***Information Security Measures***

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure, or destruction of data. These include internal reviews of our data collection, storage, and processing practices and security measures, as well as physical security measures to guard against unauthorized access to systems and facilities where we store personal information.

We restrict access to personal information to TM employees, contractors, and agents who need to know that information in order to operate, develop or improve our services. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

Traveling Mailbox applies rigorous security measures at physical mail facilities, at its data processing centers, and within the applications that it provides for access to those services.

***Data Integrity***

TM processes personal information only for the purposes for which it was collected and in accordance with this Policy or any applicable service-specific privacy notice. We review our data collection, storage, and processing practices to ensure that we only collect, store, and process the personal information needed to provide or improve our services. We take reasonable steps to ensure that the personal information we process is accurate, complete, and current, but we depend on our users to update or correct their personal information whenever necessary.

***Accessing and Updating Personal Data***

When you use our Hosted Services, we make good-faith efforts to provide you with access to your personal information and either to correct this data if it is inaccurate or to delete such data at your request if it is not otherwise required to be retained by law or for legitimate business purposes. We ask individual users to identify themselves and the information requested to be accessed, corrected, or removed before processing such requests, and we may decline to process requests that are unreasonably repetitive or systematic, require disproportionate technical effort, jeopardize the privacy of others, or would be extremely impractical (for instance, requests concerning information residing on backup tapes), or for which access is not otherwise required. In any case where we provide information access and correction, we perform this service free of charge, except if doing so would require a disproportionate effort. Some of our services may have different procedures to access, correct, or delete users' personal information. We may provide the details for these procedures in the specific privacy notices or FAQs located at [www.travelingmailbox.com](http://www.travelingmailbox.com) for these services.

***Enforcement***

Enforcement – Customer Service is staffed to assist and support our customers’ activities and accounts, and also to enforce adherence to our Privacy Policy terms and conditions. Customer Service can suspend and/or terminate service for any account for breach of those terms or operating in a manner inconsistent with the terms of service.

Please feel free to direct any questions or concerns regarding this Policy or TM’s treatment of personal information to us by contacting us through the web site or by writing to us at:

 Traveling Mailbox, LLC,

740 SE Greenville Blvd, Ste. 400-108
Greenville, NC 27858

Or by email at: support @traveliingmailbox.com.

When we receive formal written complaints at this address, it is TM’s policy to contact the complaining user regarding his or her concerns in an attempt to resolve any issue to the satisfaction of the customer. We will cooperate with the appropriate regulatory authorities, including local data protection authorities, to resolve any complaints regarding the transfer of personal data that cannot be resolved between TM and an individual.

Changes to this policy

Please note that this Privacy Policy may change from time to time. In any event, we will post any Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Policy changes). Each version of this Policy will be identified at the top of the page by its effective date, and we will also keep prior versions of this Privacy Policy in an archive for your review.