

## **Privacy Policy**

Protecting your private information is our priority. This Statement of Privacy applies to the [www.nylanguagecenter.com](http://www.nylanguagecenter.com) and New York Language Center and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to New York Language Center include [www.nylanguagecenter.com](http://www.nylanguagecenter.com), NYLC, New York Language Center - Jackson Heights and [www.nylanguagecenter.com](http://www.nylanguagecenter.com). The NYLC website is a ecommerce site. By using the NYLC website, you consent to the data practices described in this statement.

### **TRUSTe Privacy Program**

NYLC is a licensee of the TRUSTe Privacy Program. TRUSTe is an independent organization whose mission is to build users' trust and confidence in the Internet by promoting the use of fair information practices. Because we want to demonstrate our commitment to your privacy, we have agreed to disclose our information practices and have our privacy practices reviewed for compliance by TRUSTe.

If you have questions or concerns regarding this policy, you should first contact us at [info@nylanguagecenter.com](mailto:info@nylanguagecenter.com). If you do not receive acknowledgement of your inquiry or your inquiry has not been satisfactorily addressed, you should contact TRUSTe at <http://watchdog.truste.com/pvr.php?page=complaint>. TRUSTe may serve as a liaison with us to resolve your concerns.

### **Collection of your Personal Information**

NYLC may collect personally identifiable information, such as your name. If you purchase NYLC's products and services, we collect billing and credit card information. This information is used to complete the purchase transaction. We may gather additional personal or non-personal information in the future.

Information about your computer hardware and software may be automatically collected by NYLC. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the NYLC website.

NYLC encourages you to review the privacy statements of websites you choose to link to from NYLC so that you can understand how those websites collect, use and share your information. NYLC is not responsible for the privacy statements or other content on websites outside of the NYLC website.

### **Use of your Personal Information**

NYLC collects and uses your personal information to operate its website(s) and deliver the services you have requested.

NYLC may also use your personally identifiable information to inform you of other products or services available from NYLC and its affiliates. NYLC may also contact you via surveys to

conduct research about your opinion of current services or of potential new services that may be offered.

NYLC does not sell, rent or lease its customer lists to third parties.

NYLC may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to NYLC, and they are required to maintain the confidentiality of your information.

NYLC will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on NYLC or the site; (b) protect and defend the rights or property of NYLC; and, (c) act under exigent circumstances to protect the personal safety of users of NYLC, or the public.

### **Security of your Personal Information**

Verisign

When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Sockets Layer (SSL) protocol.

Verisign is an independent, third-party company engaged in the development of digital trust. Verisign provides authentication of Internet services, digital identity and intellectual property. By clicking on the Verisign logo, the Verisign website will serve up a web page that confirms that NYLC is "Verisign Authenticated."

### **Children Under Thirteen**

NYLC does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website.

### **Opt-Out & Unsubscribe**

We respect your privacy and give you an opportunity to opt-out of receiving announcements of certain information. Users may opt-out of receiving any or all communications from NYLC by contacting us here:

- Web page: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone: \_\_\_\_\_

### **Changes to this Statement**

NYLC will occasionally update this Statement of Privacy to reflect company and customer feedback. NYLC encourages you to periodically review this Statement to be informed of how NYLC is protecting your information.

**Contact Information**

NYLC welcomes your questions or comments regarding this Statement of Privacy. If you believe that NYLC has not adhered to this Statement, please contact NYLC at:

New York Language Center  
226 West 37th Street  
NY, New York 10018

Email Address:  
[info@nylanguagecenter.com](mailto:info@nylanguagecenter.com)

Telephone number:  
2122686500

Effective as of January 12, 2013