# **Privacy policy**

Columbia Laser and Aesthetics Center, INC is committed to establishing trust with our clients and protecting your privacy. All personal identifying information collected by us will be used for the sole purpose of maintaining our relationship with you. Our contact information is as follows:

Columbia Laser and Aesthetics, INC 1410 Blanding Street, Ste 205 Columbia SC 29201 803-851-3459 www.columbialac.com

When you sign up for services with CLAC or make a purchase on our website, you will be asked to provide contact and payment information. The contact information will include your name, address, phone number and email address. The payment information typically includes your credit card number and information necessary to conduct a credit card transaction for the services purchased on our website.

#### HOW DO WE COLLECT PERSONALLY IDENTIFYING INFORMATION?

We collect personally identifying information ourselves, through registration, signup, order forms, and online sales through our website.

We collect traffic patterns and information from our web servers, but this information is not combined or used with or in conjunction with personally identifiable information.

#### WHAT DO WE USE YOUR PERSONAL INFORMATION FOR?

We may, only to support a particular transaction, release your personally identifying information to a third-party, such as a credit card processor, delivery company, or other third-party as would be necessary to complete the transaction with us. If we do this, rest assured that we would only release the minimal information necessary to process the relevant transaction.

If you allow us (i.e. by "opt in" when you sign up or register with us), we may send you polite marketing messages, such as reminders of upcoming holidays or gift giving ideas but you always have the option to opt out of our email marking by opting out at the bottom of an email you receive from us

## WHAT WE DO NOT USE YOUR PERSONALLY IDENTIFYING INFORMATION FOR?

We will never sell, intentionally release or otherwise make available your personally identifying information to third-parties that are not required for a specific transaction that you request, unless otherwise compelled by law or court order.

## HOW DO WE PROTECT YOUR PERSONALLY IDENTIFYING INFORMATION?

We protect personally identifying information both online and offline. Online, account information is protected by the leading industry standard method of Secure Socket Layer (SSL) encryption. All credit card information is encoded and protected using multiple layers of network security, including firewall protection. Offline, personally identifying information is also protected in our offices. Our employees are well informed about our privacy practices, and access to customer information is restricted to what is necessary to perform their specific tasks. Moreover, we notify our employees of any changes to our Privacy Statement and corresponding requirements, and we possess polices and procedures to handle privacy complaints and security threats or breaches.

#### HOW CAN I REVIEW OR MAKE CHANGES TO MY PERSONAL INFORMATION?

You can review or update your personal information through our scheduling system Mindbody or change the status of your "opt-in" anytime you conduct a transaction with us. Alternatively, you may contact Columbia Laser and Aesthetics via email at columbialac@gmail or call (803) 851-3459, where our staff would be happy to assist you.

### HOW ARE UPDATES TO THIS PRIVACY STATEMENT MADE?

You can check this website for changes, and we encourage you to contact us via email at columbialac@gmail.com with any questions you have about any changes or any of our policies. Without your express consent, we will never materially change our policies and practices to make them less protective of your personally identifying information.