



## Midwest Relocation Conference Privacy Policy

### **Electronic Mail**

When you send us personal identifying information via email (that is, in a message containing a question or comment, or by filling out a form that emails us this information), we use it to respond to your requests. Information collected via email will be retained at our discretion in a directly readable form for as long as necessary to complete our response and may be incorporated into backup files. We do not distribute lists of email addresses to any parties outside of the Midwest Relocation Conference.

### **Purchases**

When you voluntarily provide us with personal information such as name, shipping and billing address, and credit card number when making a purchase, we use the information to fulfill your order. To complete the requested transaction, we may forward the information to other computer systems (such as secure electronic commerce servers). We do not keep a record of credit card numbers, nor do our electronic commerce providers.

### **Collection and Release of Gathered Information**

We do not collect personal identifying information about you when you visit our website. Further, we do not attempt to identify individual users or share any information we receive with parties outside of the Midwest Relocation Conference.

### **Web Server Activity Logs**

Monthly extracts of the log files are archived and stored offline at our discretion for an indefinite period. In addition, some statistical summaries derived from these data may be retained online or offline at our discretion for an indefinite period.