

Momentum is committed to protecting the privacy and security of the information provided by customers visiting our websites, including [www.momentumbusiness.com](http://www.momentumbusiness.com). Momentum may request information from people visiting our websites at several different points on our websites. Momentum is the sole owner of the information collected on these websites. We will not collect any personally identifiable information unless the visitor provides it to us voluntarily. Personally identifiable information includes a visitor's name, address, telephone number and e-mail address. Momentum is dedicated to building a long-term relationship with all of our website visitors and customers. We will not sell, share or rent this information to others in ways other than as disclosed in this Privacy Policy.

## **Log Files**

Our log tracking may use the Internet Protocol (IP) addresses from visitors' computers to analyze trends, administer our websites, track visitor movement, and gather broad demographic information to help determine the type of information visitors are interested in seeing on our websites. This tracking only collects IP addresses and not personally identifiable information. Visitors are not personally identifiable within our log files. Momentum only uses this information for internal purposes and does not share this information with external companies or institutions.

## **Cookies**

A "Cookie" is a piece of information that is sent from a Momentum Web server to a visitor's browser and stored on the visitor's hard drive. Momentum may use cookies when a visitor orders a product or registers for a specific program. The cookie stores information that allows Momentum websites to remember a visitor the next time he or she visits a particular Momentum website. Cookies also allow us to tailor our websites to better match visitors' interests and preferences. Visitors may choose to disable cookies by changing their browser settings; however, they may not be able to access some of the information on our websites.

## **Registration**

In some cases, a visitor may be required to complete a registration form to order a product or to receive certain information. During the registration process, the visitor is required to give specific information such as name and e-mail address. This information is used to contact the visitor regarding services offered by Momentum for which the visitor has expressed interest.

Momentum may also request optional demographic information (such as income level and gender) and unique identifiers (maiden name) to further facilitate the delivery of customized content and product information that is based on profile information provided by a visitor. This information may be used to better understand the visitor's needs and preferences to provide the visitor with enhanced services. Momentum gives each visitor the option to unsubscribe or opt out during any stage of the registration process.

## **Ordering**

When taking orders online, Momentum will request certain information from a customer to complete an order. The customer's information will include name, address, telephone number, e-mail address, payment information and other information as may be requested by Momentum in the order form. This information is used for billing purposes, fulfillment of orders, ongoing account maintenance and upgrades.

## **Newsletter**

If a visitor wishes to subscribe to newsletters or other marketing information, such as e-mail

updates, Momentum will ask for contact information, including a street address or e-mail address. In addition, we may ask for information that will help deliver pertinent information to Momentum website visitors. Visitors who do not wish to receive Momentum newsletters or promotional materials may opt out of receiving these communications by replying to unsubscribe in the subject line of an e-mail. Each newsletter the visitor receives from Momentum will inform the visitor how to unsubscribe from these newsletters.

### **Sharing**

Momentum may partner with other parties to provide specific services, such as billing solutions, which are designed to enhance the functionality of our products and services. When a customer signs up for these services, Momentum will only share names or other contact information that is necessary for the third-party to provide these services.

### **Notification of Changes**

If we make any changes to the Momentum Privacy Policy, we will post those changes on Momentum Web sites so visitors are informed of what information we collect and how we use that information. We will always use information in accordance with the Momentum Privacy Policy.

### **Links**

Momentum websites contain links to other websites. Momentum is not responsible for the privacy practices of these websites. We encourage our visitors and customers to read the privacy policy of each website they visit. This Privacy Policy applies solely to information collected on Momentum websites.

If you have any questions or concerns about this Privacy Policy or the privacy practices of Momentum, please contact us.