

# PRIVACY POLICY

*Effective Date: 24 February 2025*

Shirley H. Scarborough ("we," "our," or "us") is committed to protecting your privacy. This Privacy Policy outlines how we collect, use, and safeguard your information when you visit [www.authorshirleyscarborough.com](http://www.authorshirleyscarborough.com) (the "Website").

## **Information We Collect**

When you visit our Website, we may collect the following types of information:

### *Personal Information |*

Name, email address, billing/shipping address, phone number, and payment details when you purchase a book.

### *Non-Personal Information |*

Browser type, IP address, pages visited, and other analytics to improve our Website.

## **How We Use Your Information**

We use the information we collect for the following purposes:

- To process and fulfill book orders
- To provide customer support
- To send order confirmations, updates, and marketing emails (if you opt-in)
- To improve our Website and user experience
- To comply with legal obligations

## **How We Protect Your Information**

We implement security measures to protect your personal information, including encryption, secure payment processing, and restricted access to sensitive data.

## **Sharing Your Information**

We do not sell, trade, or rent your personal information. However, we may share your data with:

### *Service Providers |*

Payment processors, shipping companies, and email marketing services to fulfill orders and communicate with you.

### *Legal Compliance |*

If required by law, we may disclose information to authorities.

## **Cookies & Tracking Technologies**

We may use cookies to enhance your browsing experience. You can manage cookie preferences through your browser settings.

## **Third-Party Links**

Our Website may contain links to third-party sites. We are not responsible for their privacy practices and encourage you to review their policies.

## **Your Rights & Choices**

You have the right to:

- Access, update, or delete your personal information
- Opt out of marketing emails by clicking the "unsubscribe" link
- Disable cookies through your browser settings

**Changes to This Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on this page with the updated effective date.

Contact us if you have any questions about this Privacy Policy via: [authorshirleyhscarborough.com](http://authorshirleyhscarborough.com).