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At The Knowledge Compass, Inc. (TKCI), we are committed to protecting your privacy and to empowering your transactions through internet enabled technology. You can visit most of our site without giving us any information about yourself. But at times we need information to provide services that you request; this statement of privacy explains the use of data collection in those situations. Please read the complete [comnetsciencesinc.com](http://comnetsciencesinc.com) privacy statement.

#### COLLECTING YOUR PERSONAL INFORMATION

We will ask you when we need information that personally identifies you (personal information) or allows us to contact you. Personal information collected by TKCI often is limited to e-mail address, name, phone number and address, but may include other information when needed to provide a service you requested.

For example: If you choose to make a purchase in the TKCI Store, we will request personal information such as: name, address, telephone number, and credit card number.

#### USE OF YOUR PERSONAL INFORMATION

We use your personal information for four primary purposes:

- To make the site easier for you to use by not making you enter your personal information more than once.
- To help you quickly find software, services or information on TKCI.
- To help us create and deliver content most relevant to you.
- To alert you to product upgrades, special offers, updated information and other new services from TKCI.

We occasionally partner with other companies to provide limited services on our behalf, including packaging, mailing and delivering purchases, answering customer questions about products or services, sending postal mail and processing event registration. We will only provide those companies the information they need to deliver the service, and they are prohibited from using that information for any other purpose.

TKCI 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 TKCI or the site; (b) protect and defend the rights or property of TKCI and its family of Web sites, and, (c) act in urgent circumstances to protect the personal safety of users of TKCI software, its Web sites, or the public.

## CONTROL OF YOUR PERSONAL INFORMATION

When you register, or otherwise give us personal information, TKCI will not share that information with third parties without your permission, other than for the limited exceptions already listed. It will only be used for the purposes stated above.

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If you have been incorrectly added to any TKCI mailing list, or would like to be removed from an existing mailing list, please send a removal request to [info@knowledgecompanyinc.com](mailto:info@knowledgecompanyinc.com). It is not our intention to send unsolicited email to recipients outside of our target industries. If you have a complaint concerning email or postal mail abuses originating from TKCI, please contact us.

Our contact us form (<http://www.knowledgecompass.com/Sucontactus.htm>) can be used for any grievances of this type.

## CONTACT INFORMATION

TKCI welcomes your comments regarding this Statement of Privacy; please contact us by e-mail, or postal mail.