

# VIRGINIA M. WOOLF FOUNDATION

## PRIVACY POLICY

Your privacy is very important to us. We respect your concerns about strictly maintaining the privacy of your personal information, and we adhere to standards of confidentiality that are designed to respect your privacy and to protect your personal information.

You may browse our website without providing any personal information. We do not collect personally identifiable information on our website unless you choose to provide it to us via an electronic mail message, a phone call or by postal mail.

If you choose to give us personal information, we hold it in strict confidence. We do not sell, rent, share, or otherwise disclose your information. In order to serve you better, we do maintain some records of individuals who have chosen to provide their information. We use this information for internal business purposes only, and we do not disclose it to any third parties.

We assume that all readers and users of our website are above the age of 13.

### **Links**

The Virginia M. Woolf Foundation website enables users to hyperlink onto other websites. We have no control over the content, policies or actions of these websites. Because the protection of your personal information on these websites is not governed by our privacy policy, you should carefully review the policies of these sites and contact their operators if you have any questions. We cannot be responsible for the failure of these websites to use your personal information in accordance with their contractual or other legal obligations.

### **Changes and Updates to Our Privacy Policy**

Our privacy policy reflects our current business practices, and is subject to be changed and updated in accordance with the law. In the event of such a change or update, a revised policy will be posted on our website. Please check the website periodically to remain informed of any updates. Regardless of any change to our policy, we will not disclose your personal information without first notifying you and providing you with an opportunity to opt-out of any disclosure of your information.

### **Contact Us**

If you have any questions about your personal information or our privacy policies and practices, please feel free to contact us:

[info@tex-key.com](mailto:info@tex-key.com).

(310) 379-8321

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