

# **Keynote Media Group, LLC Website Privacy Policy**

## **Confidentiality and Privacy Policy**

Keynote Media Group, LLC will make good faith efforts to keep personal and business information you send us such as your name, postal or email address, and telephone number private. We do our best to store such information in a secure location only accessible by designated or authorized persons. We will not sell personal or business information nor distribute it to third parties unless required to do so by law.

## **Collection of Information**

When you browse the Keynote Media Group website, you do so anonymously. Personal information is not collected, except as noted. Some areas of our site may require you to supply us with personal information, however, this information may be necessary for the purpose of correspondence, exchanging information, site registration or participating in online surveys. Keynote may also retain electronic communications you send to us. These communications will only be shared within the firm if necessary when subject is related to a specific project for which we are contracted to complete.

## **Disclosure**

Because the Keynote Media Group considers the individual information we retain as private, our policy is to disclose no personal or business information gathered online unless release is required by law or is pertinent to judicial or government proceedings or investigations. Keynote does not rent, sell or transmit personal information to other organizations.