# Privacy Policy & Legal Miscellany

# **PRIVACY POLICY**

RhymeTime (Riverword Communications Inc.) regards customer privacy as an important part of our relationships with customers. We will keep any information you share with us safe, secure, and used only in the ways to which you've agreed. Terms described in this "privacy policy & legal miscellany" statement apply to all RhymeTime users and customers. If you have questions or concerns regarding this statement, please contact <a href="mailto:RhymeTime@fastmail.fm">RhymeTime@fastmail.fm</a>.

#### **COLLECTION OF INFORMATION**

All correspondence from you, your company, or your organization (telephone, email, mail, Skype, or directly through this website), may be collected and stored, particularly in regard to sales, support, and accounts. Details and materials may be collected by Riverword Communications Inc. from customers in order to provide products or to perform services.

### **SECURITY OF INFORMATION**

The security of your personal, company, or organization's information is important. We follow generally accepted industry standards to protect information submitted, both during transmission and after.

# **ACCESS TO COLLECTED INFORMATION**

RhymeTime / Riverword Communications Inc. uses personally identifiable information for communications such as emails, account information, and service details. RhymeTime / Riverword Communications Inc. also may use this information for other purposes, including promotional emails to potential customers. If at any time you wish not to receive such correspondence, you can request to be removed from the mailing list by emailing RhymeTime@fastmail.fm.

# **ORDERS FOR CUSTOM PROJECTS OR CONSULTING**

When you purchase a product or service from RhymeTime you, your company, or your organization will be required to provide contact information (such as name, email, and postal address); financial information, such as a credit card number with expiration date; or verification of PayPal or other third-party payment processor. (Direct deposit also is accepted for financial transactions.) Orders for RhymeTime products or services are offered subject to acceptance by RhymeTime / Riverword Communications Inc. of your order or request. RhymeTime reserves the right to refuse service to any order, person or entity, without the obligation to assign reason for doing so. No order is deemed accepted / confirmed until payment has been processed and funds cleared. RhymeTime / Riverword Communications Inc. may at any time change or discontinue any aspect or feature of the RhymeTime site or services, subject to fulfilling the commitment / responsibility to you based on acceptance of your payment.

# TRADEMARKS, COPYRIGHTS & PROPRIETARY INFORMATION FOR RHYMETIME CUSTOM SERVICES

After you (or your company or organization) and RhymeTime (Riverword Communications Inc.) have agreed upon the scope and terms of service for custom rhymes, you may send or email materials that enable RhymeTime to perform the service.

You shall not upload or make available to RhymeTime any photos, images, artwork, or other materials (collectively termed "materials") protected by copyright, trademark, or other proprietary right without the permission of the owner of the copyright, trademark, or other proprietary right.

The burden of determining materials that are not thusly protected rests entirely with you. You alone shall be liable for any damage that may result from infringement of copyrights, trademarks, or other proprietary rights, or any other harm resulting from such a submission.

For all materials submitted by you to RhymeTime, you automatically represent or warrant that you have the authority to use and distribute the materials, and that the use or display of the materials will not violate any laws, rules, regulations, or rights of third parties. (Exception: Images of competitor sites & materials or research materials may be submitted for marketing analysis and review purposes only.)

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