

TOP EDUCATION Online Privacy Statement

Privacy Policy Posted 09/03/2015

Welcome to TOP EDUCATION Online, owned and produced by TOP EDUCATION, LLC (TOP EDUCATION). Our websites are available to all visitors, although some content and features are restricted to TOP EDUCATION Privilege Members.

Throughout TOP EDUCATION Online, there are forms for visitors to request information, products, and services. These forms may ask for contact information, name, email, phone number, financial information (such as your credit card number), or demographic information. Contact information from these forms is used to provide the products, promotional materials, or memberships that you request. Forms on our site that request financial information do so in order to bill you for products or services ordered. Unique identifiers are collected from website visitors to verify the user's identity for access to restricted content or features on the site.

This Online Privacy Policy discloses TOP EDUCATION's privacy practices and contains detailed information about the following:

- What information of yours does TOP EDUCATION Online collect?
- What organization collects the information and who has access to it?
- How does TOP EDUCATION use the information it collects?
- How can you modify your TOP EDUCATION member information?
- What is the opt-out policy for TOP EDUCATION Online?
- What types of security procedures are in place to protect against the loss, misuse or alteration of your information?

All products and services on TOP EDUCATION Online are made available subject to this Privacy Policy. By using the products and services, you agree, without limitation or qualification, to be bound by this Privacy Policy.

Questions regarding this statement should be directed to:

TOP EDUCATION, LLC
833 Route 28
S Yarmouth MA 02664-5254
857.305-9490

sales@toolsofpractice.com

TOP EDUCATION will update this policy from time to time, so please check back periodically. When such changes occur, you will see the word "updated" next to the Privacy Policy on each page. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will prominently post such changes prior to implementing them.

1. What organization collects the information and who has access to it? Data collected through TOP EDUCATION's website(s) is generally collected and maintained solely by TOP EDUCATION.

a.) Personally identifiable information.

i. Information provided when you register for services or products. When you provide personally identifiable information on TOP EDUCATION Online to register for a service, buy a product, or take advantage of a promotion; effective as to information you provide TOP EDUCATION on or after September 3, 2015, TOP EDUCATION sells to selected third parties, mailing lists (names, postal addresses, and or e-mail addresses) derived from such registrations. If you wish to opt out of such list sales at any time, you may do so by following the directions in Item 4 below.

ii. Information provided when joining or renewing membership in TOP EDUCATION. If you join TOP EDUCATION or renew your membership through our website, you provide personally identifiable information on the membership application. TOP EDUCATION may sell mailing lists (names and mailing addresses) of members to a very select few third-parties. If you wish to opt out of mail list sales at any time during your TOP EDUCATION membership, you may do so by following the directions in Item 4 below. TOP EDUCATION does not sell to third-parties, e-mail addresses obtained from member applications or renewals

b.) Anonymous information.

We may disclose to third-party sponsors/advertisers aggregate statistics (i.e., impressions and click-throughs on a company's advertisement). Also, we may share aggregate website statistics with the media or other third parties. No personally identifiable information is disclosed to these sponsors/advertisers or other third parties as part of this process-only information in an aggregate form.

Be aware that TOP EDUCATION's sponsors, advertisers, and third-party content providers have links on our site(s) that take you to other websites. For example, when you click on an ad displayed on TOP EDUCATION Online, you are linked to another site. Please note also that links to other websites are provided throughout TOP EDUCATION Online for users' information and convenience. TOP EDUCATION hopes that all third parties involved adhere to our policies regarding the privacy of our users. However, TOP EDUCATION's Online Privacy Policy does not cover third-party data collection practices, and TOP EDUCATION Online does not assume any responsibility for any actions of third parties.

2. How does TOP EDUCATION use the information it collects?

a.) General

TOP EDUCATION collects information to provide you with the services you request and to improve our website(s).

If you join TOP EDUCATION or renew your TOP EDUCATION membership through our website(s), we use the personally identifiable information you provide in the membership application to send you TOP EDUCATION publications, information about member benefits and special offers, and other information that TOP EDUCATION believes is relevant and useful to its members. Similarly, if you register for products or services through our website(s), we may use the personally identifiable information you provide us in doing so to send you information that TOP EDUCATION believes is relevant and useful to you. See Section 1 above as to TOP EDUCATION policy on list sales.

As mentioned above, TOP EDUCATION uses the aggregate, anonymous data collected to let our sponsors/advertisers know the number of impressions or views and the number of "click throughs" on their advertisement(s). TOP EDUCATION also uses this aggregate, anonymous data to perform statistical analyses of the collective characteristics and behavior of our site visitors; to measure user interests

regarding specific areas of the TOP EDUCATION Online; and to analyze how and where best to use our resources. Without such data, we would not know which parts of TOP EDUCATION Online are the most popular, and we would not be able to change and update the content and services appropriately.

TOP EDUCATION may be required by law enforcement or judicial authorities to provide information on individual users to the appropriate governmental authorities. In matters involving a danger to personal or public safety, TOP EDUCATION may voluntarily provide information to appropriate governmental authorities.

3. How can TOP EDUCATION members modify their personal information?

TOP EDUCATION members have the following options for changing and modifying information previously provided.

E-mail: sales@toolsofpractice.com

Send mail to the following postal address: TOP EDUCATION LLC, 833 Route 28 S Yarmouth MA 02664-5254, ATTN: Customer Service Department.

Phone: 857.305-9490

4. What is the opt-out policy for TOP EDUCATION Online?

TOP EDUCATION provides members and customers the opportunity to opt-out of receiving communications from us and our partners. If you no longer wish to receive specific communications or services, you have the following options:

E-mail: sales@toolsofpractice.com

Send mail to the following postal address: TOP EDUCATION LLC, 833 Route 28 S Yarmouth MA 02664-5254, ATTN: Customer Service Department.

Phone: 857.305-9490

5. What kinds of security procedures are in place to protect against the loss, misuse or alteration of your information?

TOP EDUCATION Online has security measures, such as firewalls, in place to protect against the loss, misuse and alteration of your user data under our control. While we cannot guarantee that loss, misuse or alteration to data will not occur, we take reasonable precautions to prevent such unfortunate occurrences. Any other particularly sensitive information, such as your credit card number, collected for a commerce transaction is encrypted prior to transmission.

You are ultimately responsible for the security of your TOP EDUCATION member ID and password. You may not share your TOP EDUCATION member ID and password with colleagues or friends so they can access content or features on TOP EDUCATION Online that are restricted to TOP EDUCATION members only. You should log out of your browser at the end of each computer session to ensure that others cannot access your personal information and correspondence, especially if you share a computer with someone else or are using a computer in a public place like a library or Internet cafe.