

## **Privacy Statement for Recorded Books, Inc.**

Your privacy is of great importance to Recorded Books, Inc. ("We"). As a user of this web site (the "Site"), Recorded Books, Inc. values you and We will take appropriate measures to protect the personally identifiable information provided by and collected from you on the Site in connection with the functions, facilities, products, and services offered on the Site.

### **What Information Does Recorded Books, Inc. Collect?**

We gather information so that we can improve and personalize your experience with RBdigital Gateway. Information that We collect falls into the following primary categories.

#### **Information that Customers Give Us:**

We receive and store the information that you enter at the Site or give to us in any other way off line. For example, We collect the information that you provide when you fill out the information in any "contact us" form on the Site or when you create an account. You can always choose not to provide some or all of the information We ask for, but this may prevent you from receiving information or obtaining certain services that you desire.

#### **Automatic Information:**

Whenever you interact with the Site, We receive and store certain types of information. For example, We use "cookies" to obtain

information when your web browser accesses this Site. A cookie is an alphanumeric identifier which We transfer to your computer via your web browser and store on your computer's hard drive. The cookie file allows us to recognize your computer when you visit the Site. On most web browsers you will find a "help" section on the toolbar. Please refer to this section for information on how to receive notification when you are receiving a new cookie, and how to turn cookies off. We recommend that you leave cookies turned on because they will enable you to take advantage of some of the Site's best features.

### **Log Files:**

The Site uses log files to record the IP addresses that users come from, what browsers they use, what pages they most frequently and least frequently visit, and other similar types of information for systems administration purposes. We do not link cookies or IP addresses to anything personally identifiable. This means that a user's session is tracked, but the user remains anonymous.

### **How Does Recorded Books, Inc. Use the Information It Receives?**

Recorded Books, Inc. uses the information that users provide to the Site in a manner that is consistent with the reason for which the information was provided. For instance, if a user contacts Recorded Books, Inc. with a question, Recorded Books, Inc. will use the contact information of that user in order to respond to that

question. Additionally, Recorded Books, Inc. uses automatic information for systems administration to improve our Site and for troubleshooting purposes.

### **Does Recorded Books, Inc. Share the Information It Receives?**

Recorded Books, Inc. considers the information provided by our users to be a vital part of our relationship with our users and We treat it with great care and respect. There are, however, certain circumstances in which We may share such personal data with certain third parties, as set forth below.

#### **Agents:**

Recorded Books, Inc., like many companies that serve consumers, hires other companies to perform certain functions. Examples include managing our database and mailing requested information. When We employ another company to perform a function of this nature, We only provide them with the information they need to complete the task and they are not allowed to use that information for any other purpose.

#### **Business Transfers:**

As We develop our business, We might sell or buy businesses, stores, or assets. In transactions such as these, customer information is generally one of the transferred business assets. Moreover, in the unlikely event that Recorded Books, Inc. or one of its business lines is acquired, customer information may be one of

the transferred assets.

**Protection of Recorded Books, Inc. and Others:**

Except for the limited rights granted in Section II.1(a) of the Terms of Use agreement, Recorded Books, Inc. and/or its licensors own and/or control all right, title and interest (including, without limitation, all copyrights) in and to the Site, Site Content, and Service. "Site Content" means any and all files, text, graphics, hyperlinks, interlinks, search engines, images, software, illustrations, photos, animation, video, audio, audiovisual works, designs or logos, information, and other works of authorship made available to you through the Site and/or Service. You agree and acknowledge that you shall not acquire any ownership rights by accessing or using the Site, Site Content, or Service. You acknowledge and agree that modification of the Site Content, or use of the Site Content for any other purpose, is a violation of Recorded Books, Inc.'s, and possibly other third parties', copyright and proprietary rights.

**Will Recorded Books, Inc. sell my personal information to other companies?**

Recorded Books, Inc. will not sell your personal information to any third party.

**How Secure Is Information About Me?**

Recorded Books, Inc. exercises reasonable measures to protect the

personal information that you provide to the Site. Your personal information is stored off line on a secure server which is strong password protected.

### **How Can I Access Information About Me?**

If you desire to review your own personal information, to correct existing information, or to remove your information, please contact Recorded Books, Inc. via email at: [rbdigital@recordedbooks.com](mailto:rbdigital@recordedbooks.com). If you request removal of your personal information, you acknowledge that residual information may continue to reside in Recorded Books, Inc. records and archives, but Recorded Books, Inc. will not use that information for commercial purposes. Recorded Books, Inc. reserves the right to maintain your personal information if Recorded Books, Inc. has suspended, limited, or terminated your access to our Site for violating the Recorded Books, Inc. Terms of Use.

### **What Choices Do I Have?**

As outlined in this Privacy Policy, you can always choose not to provide information. However, doing so may prevent you from receiving certain information or accessing other valuable features at the Site.

### **Links to Third Party Sites**

You may be able to access third party websites through links available on this Site. You understand and agree that your use of

such third party sites will be governed by the privacy policies of those sites and not by this Privacy Policy. Recorded Books, Inc. shall not be responsible for the actions of the operators of such third party websites.

## **Children**

Recorded Books, Inc. does not knowingly collect information from children under the age of 13. We encourage parents and legal guardians to monitor their children's Internet usage and to help enforce our Privacy Policy by instructing their children to never provide information on this Site without their permission.

## **Terms of Use, Notices, and Revisions**

If you choose to visit the Site, your visit, and any dispute over privacy, is subject to this Privacy Policy and our Terms of Use Agreement, including limitations on damages and application of the law of the State of New York. If you have a concern about privacy at our Site, please send an email with a detailed description of your concern to: [rbdigital@recordedbooks.com](mailto:rbdigital@recordedbooks.com) and We will try to resolve it. Our business and Site change constantly. The Terms of Use and this Privacy Policy may also change. Our use of information that We receive and store is subject to the Privacy Policy and Terms of Use in effect at the time of our use of such information. If we change our Privacy Policy, We will post the revised Privacy Policy on this Site.

## **RBdigital Gateway Platform and Website Compliant with the Americans with Disabilities Act (ADA)**

Recorded Books, Inc. and RBdigital continually endeavor to make the RBdigital Gateway Platform and Website accessible to individuals with disabilities in accordance with Section 508 of the Rehabilitation Act. These pages also meet Recorded Books, Inc.'s policy and guidelines for the Section 508 requirements. If you have difficulty viewing any page via adaptive technology, please contact us at: [rbdigital@recordedbooks.com](mailto:rbdigital@recordedbooks.com) so that we can make the information available to you.