

# Privacy Policy

Protecting your private information is our priority. This Statement of Privacy applies to crewtaxes.com and Airline Crew Taxes, LLC and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Airline Crew Taxes, LLC include crewtaxes.com, ACT, ACT, LLC and www.acttaxservice.com. The ACT website is a ecommerce site. By using the ACT website, you consent to the data practices described in this statement.

## Collection of your Personal Information

In order to better provide you with products and services offered on our Site, ACT may collect personally identifiable information, such as your:

- First and Last Name
- Mailing Address
- E-mail Address
- Phone Number
- Employer
- Job Title
- SSN, Driver Licence Information, Date of birth

If you purchase ACT's products and services, we collect billing and credit card information. This information is used to complete the purchase transaction.

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services available on the Site. These may include: (a) registering for an account on our Site; (b) entering a sweepstakes or contest sponsored by us or one of our partners; (c) signing up for special offers from selected third parties; (d) sending us an email message; (e) submitting your credit card or other payment information when ordering and purchasing products and services on our Site. To wit, we will use your information for, but not limited to, communicating with you in relation to services and/or products you have requested from us. We also may gather additional personal or non-personal information in the future.

## Use of your Personal Information

ACT collects and uses your personal information to operate its website(s) and deliver the services you have requested.

ACT may also use your personally identifiable information to inform you of other products or services available from ACT and its affiliates.

## Sharing Information with Third Parties

ACT does not sell, rent or lease its customer lists to third parties.

ACT may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to ACT, and they are required to maintain the confidentiality of your information.

ACT may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on ACT or the site; (b) protect and defend the rights or property of ACT; and/or (c) act under exigent circumstances to protect the personal safety of users of ACT, or the public.

### **Automatically Collected Information**

Information about your computer hardware and software may be automatically collected by ACT. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the ACT website.

### **Security of your Personal Information**

ACT secures your personal information from unauthorized access, use, or disclosure. ACT uses the following methods for this purpose:

- SSL Protocol

When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Sockets Layer (SSL) protocol.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) security, integrity, and privacy of any and all information and data exchanged between you and us through this Site cannot be guaranteed.

### **Children Under Thirteen**

ACT collects personally identifiable information from children under the age of thirteen. ACT collects this information for the following reason(s): Dependents claimed in a taxpayer's tax return..

We provide information about our personal data practices for children on our home page and wherever we knowingly collect personal data from children on our Web site. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website. If you are a parent and you have questions regarding our data collection practices, please contact us using the information provided at the end of this Statement of Privacy.

### **E-mail Communications**

From time to time, ACT may contact you via email for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication.

If you would like to stop receiving marketing or promotional communications via email from ACT, you may opt out of such communications by Clicking Unsubscribe button.

### **Changes to this Statement**

ACT reserves the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, by placing a prominent notice on our site, and/or by updating any privacy information on this page. Your continued use of the Site and/or Services available through this Site after such modifications will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

### **Contact Information**

ACT welcomes your questions or comments regarding this Statement of Privacy. If you believe that ACT has not adhered to this Statement, please contact ACT at:

Airline Crew Taxes, LLC  
5530 Greens Rd.  
Houston, Texas 77032

Email Address:  
crewtaxes@crewtaxes.com

Telephone number:  
281459 6300

Effective as of February 04, 2018