

Knight Abbey Commercial Printing Privacy Policy

This Privacy Policy describes how your personal information is collected, used, and shared when you visit or make a purchase from any Knight Abbey website.

WHAT PERSONAL INFORMATION WE COLLECT

When you visit, make a purchase, or attempt to make a purchase through the website, we collect certain information from you, including your name, billing address, shipping address, payment information (including credit card numbers, email address, and phone number. This is called **Order Information**.

By **Personal Information** in this Privacy Policy, we are talking both about Order Information and other information you may submit.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use the information that we collect generally to fulfill any orders placed through the website (including processing your payment information, arranging for shipping, and providing you with invoices and/or order confirmations).

Additionally, we use this Order Information to:

- Communicate with you.
- Screen our orders for potential risk or fraud.

SHARING YOUR PERSONAL INFORMATION

We DO NOT share your Personal Information with third parties.

However, Knight Abbey may share your Personal Information in order to comply with court orders and other legal requests as required by law to provide such information, as well as to maintain compliance with all applicable laws and regulations as required by the process of safeguarding such information.

DATA RETENTION

Upon placing an order through the aforementioned website, Knight Abbey will store your order information for our records and in compliance with all required laws and regulations for storage of such information. This information shall be deleted in accordance with Knight Abbey's retention policy unless the entity or person with authority over the personal information specifically requests in writing the information be deleted earlier than the retention policy requires.

MINORS

The Site is not intended for individuals under the age of 18.

SECURITY AND INFRASTRUCTURE

Ordering sites, such as the website created and maintained by Knight Abbey, are hosted by PageDNA, Inc. on behalf of our customers and end users' organizations or companies. By accessing the link located at <https://pagedna.force.com/docs/s/article/security-and-infrastructure-overview2>, you are provided information that describes PageDNA's security and infrastructure. The security information located within the website covers that which falls under PageDNA's responsibility.

CHANGES

We may update this privacy policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

If you have questions and/or require more information, do not hesitate to contact us it@knightabbey.com.