

Privacy policy

The use of cookies on our website

Cookies are small pieces of data stored on a site visitor's browser to keep track of their movements and actions on a site. There are two types of cookies:

Session (Transient) cookies: These cookies are erased when you close your browser, and do not collect information from your computer. They typically store information in the form of a session identification that does not personally identify the user.

Persistent (Permanent or Stored) cookies: These cookies are stored on your hard drive until they expire (i.e. they are based on a set expiration date) or until you delete them. These cookies are used to collect identifying information about the user, such as Web surfing behavior or user preferences for a specific site.

We use the following cookies on our website:

Cookie name	Life span	Purpose
svSession	Permanent	Creates activities and BI
hs	Session	Security
incap_ses_\${Proxy-ID}_\${Site-ID}	Session	Security
incap_visid_\${Proxy-ID}_\${Site-ID}	Session	Security
nlbi_{ID}	Persistent cookie	Security
XSRF-TOKEN	Persistent cookie	Security
smSession	Two weeks	Identify logged in site members

The type of information we collect

We receive, collect and store any information you enter on our website or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information and purchase history. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, password, communications); payment details (including credit card information), comments, feedback, product reviews, recommendations, and personal profile.

How we collect information

When you conduct a transaction on our website, as part of the process, we collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only.

Why we collect such personal information

We collect such non-personal and personal Information for the following purposes:

1. To provide and operate the Services;
2. To provide our Users with ongoing customer assistance and technical support;
3. To be able to contact our Visitors and Users with general or personalized service-related notices and promotional messages;
4. To create aggregated statistical data and other aggregated and/or inferred non-personal Information, which we may use to provide and improve our services;
5. To comply with any applicable laws and regulations.

How we store, use, share and disclose our site visitors' personal information

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to display our content to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

How we communicate with our site visitors

We may contact you to notify you regarding your account, to troubleshoot problems with your account, to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.

How we use cookies and other tracking tools

If your website tracks personal information through the use of cookies, for example, you must make this clear to your site visitors. Be clear about what tracking tools (e.g. cookies, flash cookies, web beacons, etc.) your website employs, what personal information they gather and why they are being used.

It's important to note that third-party services, such as Google Analytics or other applications offered through the Wix App Market, placing cookies or utilizing other tracking technologies through Wix's services, may have their own policies regarding how they collect and store information. As these are external services, such practices are not covered by the Wix Privacy Policy.

How our site visitors can withdraw their consent

If you don't want us to process your data anymore, please contact us at greg@principalmanual.com

Privacy policy updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

Questions and our contact information

If you would like to access, correct, amend or delete any personal information we have about you, you are invited to contact us at greg@principalmanual.com