

4ROI Privacy Policy

This web site is operated by 4ROI for: **Crane Institute of America Certification, Inc.**

You may contact us by:

Postal mail:

**One Carlson Parkway
Suite 230
Plymouth, MN 55447**

e-Mail: info@4roi.com

Telephone: 763-476-4764

Our Commitment to Your Privacy

4ROI is committed to respecting your privacy. Providing a secure environment in which you can participate in on-line activities is important to us. This Policy discloses our privacy practices and expresses our commitment to keeping you informed of the information we collect and how it is used. We ask that you take time to read it carefully. We may update this Policy from time to time to reflect new uses, rules, regulations or technologies that impact your privacy. We recommend that users review our Policy on a routine basis to view any changes.

Information Collection

For each visitor to our web page, our web server automatically recognizes and logs the consumer's domain name and e-mail address (where possible). We aggregate information on what pages consumers' access or visit for the purpose of improving our web service.

Users of our system decide whether or not to precede with any activity that requests additional information, but please be aware that if you choose not to provide the information requested, you may not be able to complete certain transactions. Information volunteered by the consumer, includes registration information (e.g. name, address, email, telephone number, credit card number, and billing address), product registration (e.g. exam/survey type, date, location), and responses (e.g. surveys, exams, forms, development plans, applications).

Data you submit online may also be combined with other information you provide through other means of communication, such as the phone or postal mail.

Cookies

Some 4ROI web pages use cookies. Cookies are small data files that are transferred from a Web server to your browser. This file contains information that may later be read back by the web server to maintain a fluid session. Use of cookies is standard on the web and can improve the service a web site provides because content can be prepared to suit your preferences or by eliminating the need to repeatedly type in a password. You may modify your browser to reject cookies or to notify you whenever a cookie is sent to your hard drive. If you reject a cookie sent by 4ROI, you may still access the site, but such access may be limited.

Use of Information

The information we collect is used to provide the services requested on our website. We may also use the information collected to protect against misuse or unauthorized use of our website or services. We disclose information to the extent we are legally required to do so by applicable laws.

4ROI only uses credit card information provided on the website to complete payment of the purchase being made by the client. 4ROI does not retain credit card information supplied by clients on the website in any form, with the exception of the last four digits of the card.

Sharing Information

4ROI uses the personally identifiable information provided by you in order to provide you with the products and services you request. Unless 4ROI has your permission or is required by law, 4ROI will not sell, rent, lease or otherwise provide your personally identifiable information to others, except to the named organization for which we operate this website listed at the top of this policy, and/or outside contractors who may be used to provide technical support or otherwise act on 4ROI's behalf for the purpose of providing products and services.

Contact information (e.g. name, address, email, and/or phone number) shared with the named organization for which we are operating the site as shown at the top of this policy may be used to provide you with information on services related to this website.

We do not partner with or have special relationships with any ad server companies. We will not provide your contact information to any outside organization except as described in this policy.

Choice/Opt-Out

If you do not want to receive any marketing materials via e-mails, postal mail, fax, and/or phone from us, or the organization for which we are operating this site, let us know by sending an e-mail to the address at the top of this policy. We will remove you from any such communication from 4ROI and will notify the organization named at the top of this policy to remove you from any future distributions.

Data Security

4ROI is committed to ensuring the security of client information. We use encryption technology, physical and electronic privacy protection controls and restrictions on employee access in order to safeguard your personal information.

We have appropriate security measures in place in our physical facilities and server locations to protect against the loss, misuse or alteration of information that we have collected from you at our site. Every 4ROI employee must abide by our Privacy Policy. Only authorized employees will have access to your personal information and such access is limited to a need-to-know basis.

Internet Commerce

4ROI uses industry-standard security measures available through your browser called Secure Sockets Layer (SSL) encryption for all financial transactions. All credit card related information (number, expiration date, cvs) is only used for the transaction for which it is given. 4ROI does not retain any client credit card information within our system with the exception of the last four digits of the card number.

Links

4ROI may provide you with links to other sites. Please be aware that 4ROI is not responsible for the privacy practices of these sites. 4ROI does not endorse them or make any representations about them or any information, services, products or materials found on them. If you decide to access any of the third party sites through links, we strongly encourage you to read their privacy statements.

Notification of Changes

4ROI reserves the right to make changes to this privacy policy. If we make any changes that result in the use of personally identifiable information in a manner different from that stated at the time of collection, we will first notify you via email and provide you with the choice as to whether or not you will allow us to use your information in this different manner. In the event there is a material change in our privacy practices that does not affect user information already stored in our database, a notice will be posted on our web site notifying all users of the change.

Correcting Personal Information

4ROI strives to keep personally identifiable information accurate and up-to-date. Should you find inaccuracies in your personally identifiable information, you may click the appropriate links within the application and making the change directly, or contact us through one of the communication methods described at the top of this policy.

Comments and Concerns

We welcome comments. If you have any questions or concerns about our site regarding this policy, or our adherence to it, you may contact us at the addresses, email, or phone number at the top of the page.

4ROI is subject to the jurisdiction of the Federal Trade Commission (FTC), which has been active in monitoring the state of privacy on the Internet. The Federal Trade Commission is a government agency with the mandate to enforce the Federal Trade Commission Act, which prohibits unfair or deceptive acts or practices in or affecting commerce. Commerce on the Internet falls within the scope of this statutory mandate. For further information, see <http://www.ftc.gov>.