

**CLIENT PRIVACY POLICY**  
**FLASHLIGHT MEDIA, LLC**

This Privacy Policy (the "Agreement"), the Terms and Conditions, and any amendments to such, governs your participation as a user (the "Client") of the website or associate websites, products or services associated with [www.FlashlightMedia.com](http://www.FlashlightMedia.com) (the "Project"). The Client covenants and agrees as a condition precedent to accessing this website to be bound by this Agreement, as may be amended by Flashlight Media, LLC ("FLASHLIGHT MEDIA, LLC"), from time to time. "FLASHLIGHT MEDIA, LLC" includes all directors, officers, affiliates, employees, and agents of Flashlight Media, LLC.

This statement sets out the privacy practices and policies of Flashlight Media, LLC. ("FLASHLIGHT MEDIA, LLC") in relation to any information that you may share with FLASHLIGHT MEDIA, LLC in your capacity as a FLASHLIGHT MEDIA, LLC Client. FLASHLIGHT MEDIA, LLC reserves the right to update this policy from time to time, with no notice to you. Your continued use of any website or service covered by this policy after an amendment will constitute your agreement to the same. This Privacy Policy shall be read in accordance with the Terms and Conditions of this website.

**1. PERSONAL INFORMATION**

- 1.1. FLASHLIGHT MEDIA, LLC will use your Personal Information to establish your Client account, to communicate with you, and for ongoing record keeping, as required by law.
- 1.2. FLASHLIGHT MEDIA, LLC will not release Personal Information about you except:
  - 1.2.1. as permitted in this Privacy Policy;
  - 1.2.2. as permitted in any written agreement between you and FLASHLIGHT MEDIA, LLC;
  - 1.2.3. where we believe it is reasonably necessary to conduct business, fulfill a need, or otherwise assist you and your business; and
  - 1.2.4. FLASHLIGHT MEDIA, LLC will provide a means for you to manage and control the information that you have voluntarily provided to us, and a means for you to communicate your privacy questions and concerns to us.
  - 1.2.5. We will not knowingly collect Personal Information on users under the age of eighteen. We encourage parents and guardians to monitor the activities of their children and are in no way liable for a minor's use of this website.
- 1.3. Client email accounts hosted by FLASHLIGHT MEDIA, LLC does not have any access to the personal information communicated within the emails. FLASHLIGHT MEDIA, LLC is only provided information to make changes to the account, including password reset.
  - 1.3.1. All email information can be unsubscribed from by contacting FLASHLIGHT MEDIA, LLC via the methods listed in this Privacy Policy.
- 1.4. FLASHLIGHT MEDIA, LLC does not collect or store any information regarding to Client's social media websites.

**2. ANONYMOUS INFORMATION**

- 2.1. "Anonymous Information" is information other than Personal Information, and includes the domain names, IP addresses and type of browsers that you may use, from time to time, referring URLs, and other, non-personally identifiable information.
  - 2.1.1. When you visit our site we can tell: your IP address (generally the city/state and/or country you are in), how you got to us (ie, search via Google), keywords you may have used to search for us, the type of operating system and browser you use, which pages you click on, where you clicked on the page, how long you viewed individual pages, if you are a returning viewer, and when you fill in a form on our website. Keep in mind that this is all non-personally identifiable information; we do not know names and specific addresses of visitors to our site unless you disclose that information (such as when you sign up for our service or our email newsletter, or make contact with us). You can choose within your browser to block cookies but this may affect your usage of our website and prevent you from logging in to your account.
- 2.2. FLASHLIGHT MEDIA, LLC can and will use IP addresses to identify users of our site when we feel it is necessary to enforce compliance with our site's Terms and Conditions, or to protect our service provide services or to assist our partners, advertisers or Funding Partners, site, or other users.
- 2.3. We use cookies in two ways: 1) account login, which also collects IP address for maintenance of system security to prevent misuse, and 2) page previews, to correctly allow access to an unpublished page. Page preview cookies do not collect an IP address. You can choose within your browser to block cookies but this may affect your usage of our website and prevent you from logging in to your account or previewing an unpublished page of your website.

**3. SHARING PERSONAL INFORMATION**

- 3.1. We will not share your Personal Information unless required, or you have authorized us to do so.
- 3.2. In certain special cases, we may disclose your Personal Information when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be causing injury to you, or otherwise injuring or interfering with FLASHLIGHT MEDIA, LLC's rights, property or operations, other FLASHLIGHT MEDIA, LLC users, or anyone else who could be harmed by such activities.

**4. THIRD PARTY RELATIONSHIPS**

- 4.1. You may find direct links to FLASHLIGHT MEDIA, LLC on third party websites. You may also find direct links from third party websites to FLASHLIGHT MEDIA, LLC. FLASHLIGHT MEDIA, LLC cannot guarantee that these sites have adopted acceptable privacy policies. You should read these third party privacy policies, and make an informed decision on your own as to whether or not to continue based on these sites' privacy practices, at your own discretion. No third party sites are covered by this Privacy Policy.

- 4.2. We engage certain trusted third parties to perform functions and provide services to us, including, without limitation, hosting and maintenance, customer relationship, database storage and management, and direct marketing campaigns. We will not share your personally identifiable information with these third parties.
- 4.3. We cooperate with government and law enforcement officials or private parties to enforce and comply with the law. We may disclose any information about you to government or law enforcement officials or private parties as we, in our sole discretion, believe necessary or appropriate to respond to claims, legal process (including subpoenas), to protect the property and rights of Company or a third party, the safety of the public, or any person, to prevent or stop any illegal, unethical, or legally actionable activity, or to comply with the law. Sharing your Personal Information may also become necessary to ensure compliance with governmental authorities and agencies.
- 4.4. We may sell, transfer or otherwise share some or all of its assets, including your personally identifiable information, in connection with a merger, acquisition, reorganization or sale of assets or in the event of bankruptcy. You will have the opportunity to opt out of any such transfer if the new entity's planned processing of your information differs materially from that set forth in this Privacy Policy.

## 5. SECURITY

- 5.1. FLASHLIGHT MEDIA, LLC operates secure data networks protected by industry standard firewall and password protection. FLASHLIGHT MEDIA, LLC has security measures in place to attempt to protect against the loss, misuse and alteration of your user data under our control. Unfortunately, no method of data transmission or storage is entirely secure, and while we make reasonable efforts to protect data stored on our networks, we cannot ensure or warrant that security of any information that you transmit to us, and you do so at your own risk.
  - 5.2. Only authorized employees have access to the information you provide us. For example, we impose strict rules on FLASHLIGHT MEDIA, LLC employees who have access either to the databases that store user information or to the servers that host our services. While we cannot guarantee that loss, misuse or alteration to data will not occur, we make every effort (such as the use of employee passwords) to prevent such unfortunate occurrences.
  - 5.3. All payment information is protected through an SSL (Secure Socket Layer) encryption. We do not store credit card numbers in our database, only the last 4 digits to verify the card that was used. Credit cards are processed through forms hosted by our merchant account, and complete credit card information is never processed through our servers.
6. Unenforceability of Provisions. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

If you have questions about this Privacy Policy or the practices of this site, please contact:  
Flashlight Media, LLC at 208-358-8870  
or via our Contact Form at  
FlashlightMedia.com

FLASHLIGHT MEDIA, LLC RESERVES THE RIGHT TO CHANGE ITS PRIVACY POLICY AT ANY TIME.

ALL CHANGES WILL BE POSTED TO THIS PAGE.

Last Updated: MARCH 24, 2023