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- Whether this is your first time visiting our website;
- Your viewing preferences (e.g. layout, sizing preferences, language etc.);
- Your city and country; and
- the type of browser used and your IP address, so that We can identify You during your future visits.

How We Use Cookies
Examples of ways We use Cookies include:

- To track usage of the Products;
- To control the display of ads, including interest-based ads;
- To determine if You opened our emails;
- To customize elements of the promotional layout and/or content of the pages of our website; and
- To personalize information.

We (or third-party service providers on our behalf) may also use Cookies to collect aggregate information about Products on an anonymous basis. We may share such anonymous information with our business partners, advertisers and other third parties for any business purpose.

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We use first party and third-party Cookies for several reasons. Some Cookies are required for technical reasons in order for our Products to operate, and We refer to these as "essential" or "strictly necessary" Cookies. Other Cookies enable Us to track and target the interests of our users and to enhance the experience on our Products. Third parties also serve Cookies through our Products for advertising, analytics and other purposes. The specific types of first and third-party Cookies served through our Products and the functions they perform are described in more detail below.

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These Cookies are created by ICG. They allow You to browse our Products and use their features.

Essential Cookies: These Cookies are strictly necessary to allow You to move around the Products and use their features. Without these Cookies, We cannot enable the Products to function on your device. Therefore, these Cookies cannot be disabled.

Functional Cookies: These Cookies allow us to remember choices You make on our Products (such as your preferred language or the region You are in). To refuse these Cookies, please follow the instructions below under the section Cookie Management. Note that by disabling functional Cookies, You may not be able to use some of our features or those features may not function properly.

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Some of our third-party partners (including advertisers and marketing services companies) may set and access Cookies on your device as well, or We may do so on their behalf. We do not have control over how these third parties use such Cookies or the information derived therefrom, and this Cookies Policy does not cover any use of information that such third parties may collect from You or the methods used by the third parties to collect that information. These types of Cookies include:

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**Cookie Management**

**Analytics**

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Google Chrome [https://support.google.com/chrome/bin/answer.py?hl=en&answer=95647&p=cpn_cookies](https://support.google.com/chrome/bin/answer.py?hl=en&answer=95647&p=cpn_cookies)

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<th>Function</th>
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<td>Google Analytics</td>
<td>_utmt</td>
<td>These cookies belong to third parties and are used to collect information on how visitors use this site. Collected information is used to compile reports and to help improving the site. The cookies collect information in an anonym way, including (i) the number of visitors to the site, (ii) where visitors have come to this site from and (iii) the pages of this site they visited. <a href="#">Click here for an overview of privacy at Google.</a></td>
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<td>_utmz: 6 months from the date that it was set</td>
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Submit your complaint using this [form](#) or with the below required information to [copyrightagent@ingramcontent.com](mailto:copyrightagent@ingramcontent.com) and we will respond based on your allegation.

In order to evaluate your allegation, the following information is required:

- A physical signature of the person authorized to act on behalf of the owner of the copyright interest;
- A description of the copyrighted work that you claim has been infringed upon;
- A description of where the material that you claim is infringing is located on the site;
- Your address, telephone number, and e-mail address;
- A statement by you that you have a good-faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law;
- A statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf.

Our Copyright Agent for notice of claims of copyright infringement on its site can be reached as follows:

Ingram Book Group LLC.
Please note that this procedure is exclusively for notifying us that your copyrighted material has been infringed.

Service Contact
Contact customerservice@ingrambook.com with questions about functionality with this Web site.

Modification of These Terms and Conditions
Ingram reserves the right to change this AGREEMENT at any time by revising the terms and conditions herein. USER is responsible for regularly reviewing these terms and conditions. (This AGREEMENT will be provided for your review from a link off the main ipage site.) Continued use of this Web site following any such changes shall constitute the User’s acceptance of such changes.

General
Ingram reserves the right to make any and all changes to this Web site at its sole discretion without notice to the USER. Ingram reserves the right to deny access to this Web site to anyone at anytime.
This AGREEMENT shall be deemed to include all other notices, policies, disclaimers, and other terms contained in this Web site; provided, however, that in the event of a conflict between such other terms and the terms of this AGREEMENT, the terms of this AGREEMENT shall control.
This AGREEMENT is governed by the laws of the State of Tennessee, U.S.A. USER consents to the exclusive jurisdiction and venue of courts in Davidson County, Tennessee, U.S.A. in all disputes arising out of or relating to the use of this Web site. Use of this Web site is unauthorized in any jurisdiction that does not give effect to all provisions of these terms and conditions, excepting limitations in the Liability Disclaimer, including without limitation this paragraph.
USER acknowledges that no joint venture, partnership, employment, or agency relationship exists between the USER and Ingram as a result of this AGREEMENT or use of this Web site. USER agrees not to hold himself or herself out as a representative, agent, or employee of Ingram, and Ingram shall not be liable for any representation, act, or omission of the USER.
If any part of this AGREEMENT is determined to be invalid or unenforceable pursuant to applicable law, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of the AGREEMENT shall continue in effect.
This AGREEMENT constitutes the entire agreement between the USER and Ingram with respect to this Web site and it supersedes all prior agreements. A printed version of this AGREEMENT and of any notice given in electronic form will be admissible in judicial or administrative proceedings based upon or relating to this AGREEMENT to the same extent and subject to the same conditions as other business documents and records.

FULL PRIVACY POLICY
We are committed to protecting the privacy of individuals who visit this website and/ or individuals who register to use or request our Services. This Privacy Policy describes our privacy practices in relation to the use of our websites and the related applications, services, and programs offered by Us (collectively, the “Services”), and in relation to individuals’ choices regarding use, access and correction of personal information. “You” means the person who accesses and uses this website, and includes the legal entity You represent in using this website on their behalf or as part of your employment.

Any reference to “We” or “Us” includes, as applicable, the Ingram Content Group entity now in existence or hereafter created or acquired who provides You the Service or information from within a website that includes a link to this Privacy Policy. Ingram Content Group may include, without limitation, Ingram Content Group LLC, Ingram Book Group LLC, Ingram Fulfillment Services LLC, Ingram Publisher Services LLC, Book Network Int’l Limited, Ingram Library Services LLC, Tennessee Book Company LLC, Lightning Source LLC, Lightning Source UK Ltd., Lightning Source Australia Pty Limited.
The name, address, e-mail, and any payment information provided by You to us, together with information regarding the manner of use via this website, will be processed by Us, and other third-party service providers as permitted by this Privacy Policy or as otherwise permitted by law or regulation.

By using this website, You agree that We may share with third parties Aggregate Information, individual information, and locator information gathered by this website in the course of your use of the website. "Aggregate Information" is information which describes the habits, usage patterns, and/or demographics of users as a group, but does not describe or reveal the actual identity of any particular user.

Transfer of your personal information from the EEA
Given that the internet is a global environment, using the internet to collect and process personal information involves the transmission of data on an international basis. The use of this website resulting in the transfer of personal information from the European Economic Area (EEA) or Switzerland to non-EEA countries is in accordance with this Privacy Policy and your continued use of our Services. Therefore, by using this website or any Service, You agree to the transfer, storage or use of your personal information outside your country of residence to any country (including without limitation the United States, Canada, the United Kingdom, or Australia) where We have facilities or We engage third parties (such as payment processors, cloud service providers, or other IT providers and other companies that provide services as We request). You understand that the countries to which We may transfer personal information may not have as comprehensive data protection requirements as does your country.

Where Australia’s Privacy Act applies to your personal information, You agree that we will not be responsible for a third-party’s breach or mishandling of your personal information, and You agree not to seek redress from us.

Disclosure of Personal Information

We disclose your personal information to third parties who provide some of our Services through contractual arrangements or where sharing of personal information is necessary to operate our website, and to our affiliated companies to share their services with You.

For example, We:

- provide your credit card information to the card-issuing bank to confirm payment for products and services purchased on our websites.
- provide your shipping address to the delivery service to deliver products that You ordered.
- share your personal information with third parties performing certain tasks on our behalf, which may include operational or administrative assistance of the website or Services.
- share your personal information with third party companies who provide customer service related help and assistance when You call in to our toll-free number, send Us an e-mail, or use our chat capabilities, limited to that personal information reasonably required to resolve the purpose for which You contacted Us.
- use your information to conduct polls or surveys.

We may also share personal information as otherwise described to You at the point of collection.

Where Required or Permitted By law
We may disclose personal information (i) if it is required by law enforcement or judicial authorities; (ii) if We have a good faith belief that We are required or permitted to do so by law or legal process; or (iii) to protect the rights, reputation, property or safety of Ingram Content Group.

Marketing
We may provide additional information to You via e-mail, including service messages with important information about your account, informative newsletters, special promotions, and other announcements related to the products and Services We offer. You will have the option to manage your subscriptions to these communications or unsubscribe from receiving e-mail messages.
We may share your personal information with third-party advertisers or advertising networks for their advertising, such as Facebook. For example, if You click on an ad, the ad poster will know You visited the page that You clicked on. Also, advertising partners can associate personal data collected by the advertiser directly from You with our cookies and similar technologies. Click here to learn how to block ads or opt out of ads on Facebook.

**Children's Privacy**
You must be 18 years of age or older to create an account on this website. We do not knowingly solicit orders or collect personal information from children under the age of 18. If You have reason to believe that any personal information has been submitted to Us by a child under thirteen, contact Us and upon verification of each claim, We will delete that personal information as soon as possible.

**Your Device and Location**
When You visit or leave this website (including our plugins or cookies or similar technology on third-party websites), We receive the URL of both the website You came from and the one You go to next. We may also gather information about your IP address, proxy server, operating system, web browser and add-ons, device identifier and features, and/or ISP or your mobile carrier.

If You use our Services from a mobile device, that device will send Us data about your location. Most devices allow You to prevent location data from being sent to Us.

**Cookies**
This website employs "cookies" to speed navigation of the website, recognize each user and the user’s access privileges, and track a user's website usage. Please view our Cookies Notice for more information regarding our use of cookies.

**Links to Other Sites**
This website may contain links to other websites. Please be aware that We are not responsible for the privacy policies and/or practices of such other websites. We encourage You to read the privacy statements of any linked sites as their privacy practices may differ from ours.

**Security**
We take information security seriously and have taken various measures to keep your personal information secure from unauthorized access or disclosure, whether stored physically or electronically. We work to protect the security of your personal information during transmission by using Secure Sockets Layer (SSL) software, which encrypts personal information You provide Us. We have established administrative, technical, physical, electronic and managerial procedures to help prevent unauthorized access, and use the personal information collected from You in accordance with this Privacy Policy. However, **Ingram Content Group cannot guarantee complete security, as it does not exist on the internet.** It is important for You to also protect yourself against unauthorized access to your password and to your device.

**Your Rights and Choices**
Where applicable laws provide, You may have certain rights with respect to your personal information as further described in this section. If You would like further information regarding your data subject rights, or You would like to exercise any of these rights, please contact Us as described in the “How to Contact Us” section at the end of this Privacy Policy.

You can tell Us to not contact You with promotional information regarding our Services and those of third parties either at the point information is requested on our website (by checking or un-ticking, as directed, the relevant box) or by following the “unsubscribe” instructions on promotional communications sent to You.

*Where applicable, You may request that We:*
• provide access to and/or a copy of certain personal information we hold about You.
• prevent the processing of your personal information for direct-marketing purposes (including any direct marketing processing based on profiling).
• update your personal information which is out of date or incorrect.
• (where reasonable), restrict the way that We process and disclose certain of your personal information.
• Provide You your personal information.
• cease processing of your personal information.
• delete certain information which We are holding about You (request that you be forgotten).

In some circumstances, for example if We need to continue processing Your personal information for our legitimate interests or to comply with a legal obligation, we may not be able to grant your requests. An exercise of the right to be forgotten will result in your inability to use the website and/or Service, and will break any linkage between your prior account and your historical engagement data.

Requests & Responses:

• We may request You provide Us with information necessary to confirm your identity before responding to your request. In the case of access and correction requests, please provide as much detail as You can about the particular personal data You seek, in order to help us locate it.
• We will consider all requests and provide our response within the time period stated by applicable law.
• Where We decide not to make a requested correction to your personal data and You disagree, You may ask us to make a note of your requested correction with the personal information we hold.
• In situations where We process your personal information only on behalf of a customer such as a publisher, We will refer your request to the relevant party and cooperate with their handling of the request.

CALIFORNIA PRIVACY RIGHTS: California law permits visitors who are California residents to request once per year certain information regarding our disclosure of personal information to third parties for such third parties’ direct marketing purposes. To make such a request, please send an email to privacy@ingramcontent.com or write to us at Ingram Content Group, Attn: Legal Department/Privacy, One Ingram Blvd., LaVergne, TN., 37086.

Change of Control or Sale
We may share your personal information in the event our business or Service is sold, as part of a merger or change in control, or in preparation for these events. Any successor entity will have the right to continue to use your personal information.

Updates to This Policy
If Ingram Content Group changes or updates this Privacy Policy, We will post those changes and updates on this page so You are always aware of what personal information We collect, how We use your personal information, and under what circumstances We disclose it to third parties. Ingram Content Group encourages You to review this Privacy Policy from time to time so You will know if the Privacy Policy has been updated or amended.

How to Contact Us:

Questions regarding Ingram Content Group’s Privacy Policy should be directed to privacy@ingramcontent.com:

Or, If You have any legal questions related to this Privacy Policy, We can be reached at legal@ingramcontent.com or by mail to the address below:

Ingram Content Group
Attn: Legal Department