

This **Privacy Policy** discloses the privacy practices for **www.timebankonline.com** (including all sub-domains, the “Site”), which is owned and operated by Integrated Design, Inc. (“IDI,” “our,” “we” or “us”). This Privacy Policy applies to our collection and use of information from all visitors to the Site.

**Collection of Personally Identifiable Information:**

We collect personally identifiable information from you when you set up a paid account with IDI and when you register. You do not need to set up an account in order to view the Site, but you must be registered to use any version of the IDI application via the Site.

Except as otherwise set forth in this Privacy Policy, IDI does not sell, share, or in any other way transmit personally identifiable information (names, address, phone numbers, etc.) submitted by non-registered users to any other persons or companies.

We may use contact information from registered or non-registered users to send promotional products and information about IDI, the Site and/or on behalf of our partner companies.

We may provide personally identifiable information of registered users to third party service providers and referral partners that work on behalf of or with us to provide some of the aspects of our services and to help us communicate with you. However, these service providers and referral partners do not have any independent right to disclose this information (except to the same extent we would have a right to disclose that information under this Privacy Policy).

Although we currently do not have an affiliate company, we may in the future. You hereby agree that we may share some or all of your personally identifiable information with our parent company, subsidiaries, joint ventures, or other companies under common control with us (collectively, “Affiliates”). We will require our Affiliates to comply with this Privacy Policy.

**Transfer of Customer Information:**

Customer information is properly considered assets of a business. Accordingly, if we merge with another entity or if we sell our assets to another entity, our customer lists and information, including personally identifiable information you have provided us, would be included among the assets that would be transferred.

**Automatic Anonymous Information:**

When you visit our site, we collect certain technical and routing information about your computer. For example, we log environmental variables such as browser type, operating system and CPU speed, and the Internet Protocol (“IP”) address of your originating Internet Service Provider, to try to bring you the best possible service. We also record search requests and results to try to ensure the accuracy and efficiency of our search engine. We use your IP address to track your use of the site, including pages visited and the time spent on each page. We collect this information and use it to measure the use of this website and to improve its content and performance. All of the information that is automatically submitted to us by your browser is considered anonymous information. To the extent we share such information with third parties, it is not traceable to any particular user and will not be used to contact you.

**Cookies:**

This site uses cookies. “Cookies” are small data files, typically made up of a string of text and numbers, that assign you a unique identifier. This information enables your computer to have a “dialogue” with our site and permits us to administer our site more efficiently and to provide a more tailored and user-friendly service to you. You may set your browser to notify you when you receive a cookie or to prevent cookies from being sent; if you do so, this may limit the functionality we can provide you when you visit our site.

Third parties that link on this site may use cookies or collect other information when you go to their site. We do not control the collection or use of your information by these companies. You should contact these companies directly if you have any questions about their collection or use of information about you.

**Non-Customer Sales, Service or Information Inquiries:**

When you submit an online “contact us” or other online inquiry form, or when you call, write, fax or otherwise initiate contact with IDI, we record your contact information (name, address, phone number, and email address) in our customer relationship management system. This information is used for answering your questions as well as ongoing marketing communication programs. In some cases, you may be referred to an online inquiry form hosted by IDI via a link on a third party referral website. In that case, any information collected on the IDI-hosted online inquiry form may be shared with the referring party only, and that referring party may use it for their own, non-IDI related, marketing communication programs. IDI protects all information collected via online inquiry forms and will not disclose it to any third parties except as otherwise set forth in this Privacy Policy.

**Registered IDI Paid Account Holders:**

To obtain an IDI Paid Account you must provide contact information (name, address, phone number, and e-mail address) in addition to other personally identifiable information, including but not limited to, Federal Employer Identification Number (FEIN or Tax ID), and billing information.

We use your personally identifiable information to verify your identity, perform a credit check, and send you messages about your transactions or our company. We use your billing and financial information (bank account numbers) to facilitate payments through the IDI system and collect fees if applicable.

**How we Share Personally Identifiable Information with Third Parties:**

Personally identifiable information we collect is shared with service providers under contract who help with parts of our business operations including but not limited to identity verification, credit checks, fraud prevention, bill collection, payment processing, marketing, and technology services. Our contracts dictate that these service providers only use your information in connection with the services they perform for us and not for their own benefit, except as otherwise set forth in this Privacy Policy, including without limitation as set forth in the Non-Customer Sales, Service, or Information Inquiries section above.

**Use of Demographic and Profile Data:**

In our efforts to continually improve our product and service offerings, we collect and analyze demographic and profile data about our users and their customers. We identify and use your IP address to help diagnose problems with our servers, and to administer the Site. Your IP address, along with cookies, is used to help identify you and gather basic information.

We will occasionally ask you to complete optional online surveys. These surveys may ask you for contact information and demographic information (like zip code, age or income level). We may use this data to tailor your experience on the Site, providing you with content that we think you might be interested in -- and to display content according to your preferences. We sometimes use contact data from our surveys to send you information about our company and/or promotional material on behalf of our partners.

**Data Retention Policy, Managing Your Information:**

We will retain personally identifiable information for as long as you remain an active IDI Paid Account Holder, and for a reasonable time thereafter. We may retain anonymous and aggregate data indefinitely.

**Other Disclosure of Information:**

We may disclose your personally identifiable information to law enforcement, government officials, or other third parties when:

- We are compelled to do so by a subpoena, court order or similar legal procedure;
- We need to do so to comply with law or credit card rules;
- We believe in good faith that the disclosure of personally identifiable information is necessary to prevent physical harm or financial loss, to report suspected illegal activity, or to investigate violations of our Acceptable Use Policy.
- You request or provide specific permission to share such information.

**Choice/Opt-Out:**

You may opt-out of receiving marketing communications from us and our partners by following the opt-out instructions we include in such communications.

You may request that your personal information be removed from all IDI systems. This request must be made in writing to the address provided below or by sending us an e-mail addressed to **orders@idesign.com**.

Please note that if you request removal of your personal information you will no longer have access to any existing IDI account and will not be able to use any IDI product or service.

**Change/Modify/Review:**

IDI gives users the following options for changing and modifying information previously provided or collected and reviewing information currently on file. Send an email to IDI at **orders@idesign.com** to initiate changes or modifications or to obtain a file for review. Note that IDI will require you to verify your identity prior to releasing any personal information.

**Contacting Us:**

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Ann Arbor, MI 48108  
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E: **orders@idesign.com**