



## Privacy Policy

Please visit  
[www.thomashouston.com](http://www.thomashouston.com)  
And follow us on



## Privacy Policy

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THOMAS HOUSTON associates, inc. (THOMAS HOUSTON) recognizes that respecting user privacy over the Internet is of utmost importance. This privacy policy statement is designed to provide information about the privacy and personal data collection practices for our website: [www.thomashouston.com](http://www.thomashouston.com) operated by Network Solutions and our training site <http://thomashouston.litmos.com> operated by Litmos.

If you have questions or concerns regarding this statement, you should first contact our sites coordinator at [info@thomashouston.com](mailto:info@thomashouston.com) or by postal mail to:

THOMAS HOUSTON associates, inc. 737 Walker Road, Suite 1B Great Falls, VA 22066

### IDENTIFYING INFORMATION

#### THOMAS HOUSTON WEBSITE

In general, you can visit our website without telling us who you are or providing any information about yourself. In some areas of the website, we ask you to provide information that will enable us to offer services that may require you to supply personal information. Generally, THOMAS HOUSTON requests identifying information when you:

- Request further information regarding our services
- Register for training via our Litmos site (info below)
- Provide feedback to an online survey or tell us about an idea or suggestion
- Request assistance

In these instances, THOMAS HOUSTON will ask for your name, title, company name, e-mail address, phone number, and other appropriate information needed to provide you with information on our services or respond to a request. In all instances, if you receive a newsletter or other mailing from us, you will always be able to "unsubscribe" to these mailings at any time.

#### THOMAS HOUSTON – TRAINING SITE LITMOS

In general, our clients utilize our training site operated by Litmos to view and register for training courses offered by THOMAS HOUSTON. The personal information collected for this site is limited to first name, last name, and email address. Once on the access page, the user is then able to connect to the PayPal site where further information is collected for payment purposes.

#### What THOMAS HOUSTON Will Do With Your Information

If you choose to give us personal information for any of the purposes above, this information is retained by THOMAS HOUSTON and will only be used by THOMAS HOUSTON to support your customer relationship with us. We will not add you to a mailing list without your registration for this service. We will only contact you if further information is required from you to complete a service.

#### What Others May Do With Your Information

THOMAS HOUSTON does not share, rent, or sell any personally identifying information provided through our sites (such as your name or email address) to any outside organization for use in its marketing or solicitations. From time to time THOMAS HOUSTON may share your information with a business partner who will have access to your personal information to perform services for THOMAS HOUSTON, however,

they are required by THOMAS HOUSTON to keep the information confidential and may not use it for any purpose other than to carry out the services for THOMAS HOUSTON.

### **Third Party Links**

THOMAS HOUSTON's website does provide links to other sites for reference purposes. Other Internet sites and services have separate privacy and data collection practices. Once you leave [www.thomashouston.com](http://www.thomashouston.com) or <http://thomashouston.litmos.com> THOMAS HOUSTON cannot control, and has no responsibility for, the privacy policies at another site.

### **Changes to this Policy**

THOMAS HOUSTON may from time to time revise its privacy policy. You should therefore periodically visit our Privacy Policy page on our website, so you are aware of any such revisions. We will not, however, use your existing information in a manner not previously disclosed. You will be advised and have the opportunity to opt out of any new use of your information.

### **Contacting Us**

If you have any questions about our privacy policy and/or the practices of our web site, you can write to: THOMAS HOUSTON associates, inc. 12587 Fair Lakes Circle, Suite 702, Fairfax, VA 22033-3822

This policy was last updated on May 23, 2016