

## Privacy Policy

PREPARE/ENRICH, LLC., Updated 10/14/15

PREPARE/ENRICH, LLC. is committed to guarding the privacy of any customer information gathered and transmitted over the Internet. For over 35 years, PREPARE/ENRICH, LLC. has demonstrated a solid track record of being sensitive to and respectful of confidential information. This privacy policy is intended to inform you of what information is collected, how it is used, and how it is kept secure. For additional terms and conditions of the services provided by PREPARE/ENRICH, LLC. and the confidentiality of the information collected, please review PREPARE/ENRICH, LLC.'s Terms and Conditions available for viewing at [www.prepare-enrich.com/prepare-enrich\\_content/reference/cv\\_terms.pdf](http://www.prepare-enrich.com/prepare-enrich_content/reference/cv_terms.pdf).

### Information Gathered about Couples Registered for an Online Inventory:

Couples completing an online inventory are asked to provide their first names and email addresses on our secure website. In some cases, couples are asked to provide this information as they create their own account. In other cases, a trained Facilitator enters the following information when registering a couple:

1. First Name/Nickname: A Facilitator is asked to enter a first name or nickname when registering a couple. This becomes the "Username" with which each individual is identified during the administration process and on the reports displaying their results.
2. Email: If the couple and Facilitator have so agreed, a Facilitator can enter an email address for each partner so the account information can be emailed directly to the couple for login purposes. Facilitators also have the option of entering their own email addresses and forwarding login information by other means. Names and email addresses of couples are encrypted and stored securely by PREPARE/ENRICH, LLC..

### Information Gathered from Couples Completing an Online Inventory

Once a couple is registered to take an inventory online, they login to a secure website and respond to Background items and Topical Inventory items.

1. Background Items: Many of the responses to background items are asked in ranges (i.e. Age: 20-25, 26-30 ...) which further protects individuals from providing identifiable information. Other than gender, the background and demographic items are not required for the scoring of the inventories, and are not printed in the results if unanswered.
2. Inventory Items: Responses are recorded numerically. Couple responses are stored in a secure password protected database and used to calculate inventory results.

\* Facilitators are notified when a registered couple has completed an inventory. The Facilitator can then access their password protected secure account to download a PDF report. The report contains only the first names or Username entered during the registration process; it does not contain the couple's email addresses.

\*\* In sum, information gathered from couples taking an inventory online includes their Username, their survey responses, possibly their email address, and anonymous site-

traffic data. Given the limited nature of the information we collect from couples completing an inventory online, individuals may contact customer service at PREPARE/ENRICH, LLC. directly via email or phone to correct, amend or delete their personal information.

### Information Gathered from Facilitators and Group Leaders

When using our web-based assessment programs, trained Facilitators and group leaders are asked to login using their pre-assigned ID and password in order to gain increased access to the secure website, online bookstore, group leader functions and the couple management process for adding and scoring online inventories.

PREPARE/ENRICH, LLC. maintains contact information for trained Facilitators and group leaders. This information is stored in a password protected secure system and used for various purposes, including for the purpose of authenticating certification status, organizational communications, email correspondence, and the shipping of printed materials. Facilitators and group leaders can call customer service or login online to verify and update their personal information.

### Referral Database

PREPARE/ENRICH Facilitators in the United States have the option of being listed on our online referral database. A listing status can be changed at any time by contacting Customer Service, or going to the “Edit My Profile” section of the website. For those who choose to be listed on the referral database, they are agreeing to have at a minimum, their name, Facilitator type, city, state, and phone number listed. They can also list a denominational affiliation if so desired. This information is then made available to the general public who visit the Site. Couples may also use a form to contact listed Facilitator’s via email, although Facilitator email addresses are not displayed.

### Payment information

All online credit card purchases for our bookstore or online scorings are processed by secure technology. Once a payment is processed, PREPARE/ENRICH, LLC. encrypts and saves only the last 4 digits of credit card numbers allowing us to track payment inquiries if needed. Purchasing an online inventory does not require customers to provide their mailing address, but we do request the name as it appears on the credit card, expiration dates, and for U.S. customers, your zip code. Purchasing a physical product from our online bookstore does require a name and shipping address as well. Email addresses are required for providing order confirmation. We share limited contact data and financial data with our business partners who assist us by performing core services (such as billing and security) related to the operation of our website. Those business partners have all agreed to uphold the same standards of security and confidentiality that we have promised to you in this Privacy Policy, and they will only use your data for the purpose it was collected.

### Research

PREPARE/ENRICH, LLC. stores archival research data on couples who have completed an inventory. This data is encrypted and stored on a secure password protected database. PREPARE/ENRICH, LLC. uses these records for anonymous research purposes and is trained in protecting confidential information as well as handling secure data.

## Browsers

When you visit the online administration and scoring Site, certain types of information about your visit are automatically captured. This information includes the Internet Protocol (IP) address through which you access the Internet; the date and time you access the Site; the pages that you access while at the Site and the Internet address of the Web site from which you linked. This gives PREPARE/ENRICH, LLC. information concerning the frequency with which users visit different parts of our site. We do not link IP addresses to anything personally identifiable. This means that a user's session will be tracked, but the user will remain anonymous.

## Cookies

Cookies are not required in order to use our site. If you do have cookies turned on in your browser, our site will only use them to store a randomly generated session ID. If you do not have cookies turned on in your browser, our site will automatically include a randomly generated session ID within the URL for each page that you access. In either case, the session ID allows your browser to maintain a continuous user session with our site and is used for no other purpose.

## Age Requirements

Inventories administered and scored online by PREPARE/ENRICH, LLC. are for adults 18 years of age and older. PREPARE/ENRICH, LLC. does not knowingly collect personally identifiable information from minors, and will purge this information from our database if discovered.

## Security

PREPARE/ENRICH, LLC. has adopted security measures to protect the loss, misuse and alteration of all information stored in our database. These measures include the use of Secure Server technology during credit card transactions and administrative access to site data, as well as other proprietary security measures. While we are committed to exercising reasonable care in providing secure transmission of information between your computer and our servers, we cannot ensure or warrant the security of any information transmitted to us over the Internet and we accept no liability for any unintentional disclosure.

## Contact Information

For inquiries or concerns, you can contact customer service at PREPARE/ENRICH, LLC. at:

PREPARE/ENRICH, LLC.

Attn: Customer Service

2660 Arthur Street

Roseville, MN 55113

Phone: 651-635-0511

Web: [www.preparc-enrich.com](http://www.preparc-enrich.com), click "Contact Us"

Web: [www.couplecheckup.com](http://www.couplecheckup.com), click "Contact Us"

## Acceptance of Privacy Statement

Your use of our website, including any dispute concerning privacy, is subject to this privacy statement. Your use of our website will indicate your acceptance of the practices set out in this Privacy Policy. We reserve the right to modify this privacy statement at any time by posting the changes on this page. Your continued use of any portion of our website following posting of the updated privacy statement will constitute your acceptance of the changes.