

Listo Pencil Company Privacy Policy

Our Commitment To Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used.

The Information We Collect

This notice applies to all information collected or submitted on the Listo Pencil Company web site. On some pages you can order products. The types of personal information collected at these pages include:

Name
Address
Email address
Phone number
Product Information
Credit/Debit Card Information

The Way We Use Information

We use the information you provide about yourself when placing an order only to complete that order. We do not share this information with outside parties except to the extent necessary to complete that order.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Our Commitment To Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

How You Can Access Or Correct Your Information

You can access all your personally identifiable information that we collect online and maintain by logging in to your account (if you have made a purchase). To do so, follow the instructions provided with your email receipt.

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error or logging in and making the changes necessary.

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

How To Contact Us Should you have other questions or concerns about these privacy policies, please call us at (800) 547-8648 or (510) 522-2910 or by email at sales@listo.com.