

PRIVACY STATEMENT

We collect no personally identifiable information about you while you surf our Website. Should you decide to contact us (via request form on website, email, telephone, etc.) with a request, any information you choose to give us is used by Brooks Littlefield Associates, Inc. solely to provide you with the product or service(s) you request. We do not share any information with any outside parties.

TERMS

Brooks Littlefield Associates, Inc. has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for the websites: www.brookslittlefield.net

A. We log IP address, page(s) visited, date and referral page for each visited page. This information is analyzed to diagnose problems with our server, estimate efficiency of our marketing campaign and to administer our Web site.

B. If a website visitor chooses to request something from us, our website provides "Request forms" which are equivalent to email. When we get your request, we respond and store both the request and the response in our customer correspondence folder, and add your contact information to our in-house contact database for future use. This database is used in the following situations:

to respond to requests for more information about specific services we provide, and to assist you with your purchases; to respond to specific other inquiries.

SECURITY

This site has security measures in place to protect the loss, misuse and alteration of the information under our control.

CHOICE/OPT-OUT or REVIEW/CORRECT/UPDATE

If you either receive communications from us that you would prefer not to have, or do not receive communications you would like to have, you may contact us to review, opt out, correct or update your record by any of the following means:

You can send email to: info@brookslittlefield.net

You can call the following telephone number: 301-718-9390

CONTACTING THE WEB SITE

If you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, you can contact:

Business Office: 301-718-9390

Email: info@brookslittlefield.net

Effective: November 1, 1996

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