

# Privacy Policy

Effective Date: January 2025

Catalyst Writing LLC and its affiliates (together, “Catalyst”, “us”, “we”, or “our”) respects the privacy rights of our users and is strongly committed to protecting your privacy. This Privacy Policy applies to this Web site, the Catalyst software, and any other Catalyst Web site, mobile application, or other service that includes a link to this Privacy Policy.

This policy applies to personal and other information we collect when you sign up for, access or use our website, mobile application, products, or services or when you otherwise interact with us, including over the phone or through e-mail, text and other electronic messages. It does not apply to information collected by (i) us offline or through any other means, or (ii) any third party, including through any application or content (including advertising) that may link to or be accessible from our website or any of our products to services. This Privacy Policy refers to personal information, which is information that can be associated with a specific person and used to identify that person. Personal information does not include information that has been anonymized so that it does not identify a specific individual or user, which we may use for any legal purpose. If we have an agreement with you, such agreement may further specify our use of your information, including personal information.

## Updates to the Privacy Policy

We may update, amend, revise or otherwise change this Privacy Policy from time to time. If we make changes, we will notify you by posting the updated policy and revising the “Effective Date” above. Your continued use of our website or any of our products or services constitutes your acceptance of the then-effective Privacy Policy.

## Collection and Use of Personal Information

Catalyst or a designated service provider collects personal information that you voluntarily provide on this Web site, which may include your name, address, e-mail address, credit card number, billing information, etc. For example, Catalyst or a designated service provider collects personal information when you submit a form or request certain Catalyst services or products.

Do not provide information about others unless you are authorized to do so and consent to have all information used, disclosed, and transferred in accordance with this Privacy Policy. By submitting the information about others, you represent and warrant that you are authorized to do so and that you have received authorization from the person about whom you are providing the information and that person has consented to have all information used, disclosed, and transferred in accordance with this Privacy Policy.

This information is used to provide you your requested service or product, to communicate with you, and enforce any terms of service or agreement related to this Web site. We use any credit card or payment information we acquire from you to fulfill your order. Catalyst may use your personal information to provide you with information via various means including e-mail. You may instruct Catalyst at any time not to use your personal information covered by this Privacy Policy by contacting us at [info@catalystwriting.com](mailto:info@catalystwriting.com). Your choice does not apply to any other Catalyst products or services to which you may subscribe or purchase. Please note that if you exercise choice in this manner, you will continue to receive communications concerning your account and products and services you requested, and in response to any requests for information by you. Please also note that this opt-out process may take some time to complete, consistent with applicable law.

## Use of Cookies and Other Electronic Tools

Catalyst and the parties with whom we work (e.g., service providers, business partners, advertisers and advertising servers) may place, view, and/or use “cookies”, Web server logs, Web beacons, or other electronic tools to collect statistical and other information about your use of this Web site and other websites. This information may include information about the IP address of your computer, browser type, language, operating system, your mobile device, geo-location data,

the state or country from which you accessed this Web site, the Web pages visited, the date and the time of a visit, the websites you visited immediately before and after visiting this Web site, the number of links you click within this Web site, the functions you use on this Web site, the databases you view and the searches you request on this Web site, and the data you save on or download from this Website.

Catalyst and the parties with whom we work may use the information collected for various reasons, either on behalf of Catalyst or for the other parties' own purposes, including research, analysis, to better serve visitors to this Web site (such as by enabling log-in, providing access to certain sections of this Web site, providing customized content, or presenting online advertising on this Web site or other websites tailored to your interests as described further below), to compile aggregate and anonymous information about usage of this Web site and other websites, other statistics, etc. However, if you have deleted and disabled cookies, these uses will not be possible to the extent they are based on cookie information.

To assist us with the uses described in this Privacy Policy, information collected about your use of this Web site or other websites may be combined with personal or other information about you from other online or offline sources. If you prefer that we not combine non-personal information that has been collected, through cookies, about your use of this Web site or other websites with personal or other information about you, then please delete and disable cookies for each browser, on each computer you use to surf the Web.

Most browsers are set to accept cookies by default. If you prefer, you can usually set your browser to disable cookies, or to alert you when cookies are being sent. Likewise, most mobile devices allow you to disable the ability for geo-location information to be collected from your mobile device. The help function on most browsers and mobile devices contains instructions on how to set your browser to notify you before accepting cookies, disable cookies entirely, or disable the collection of geo-location data. You need to set each browser, on each device you use to surf the Web. Thus, if you use multiple browsers (e.g., Chrome, Safari, Internet Explorer, Firefox, etc.), you should repeat this procedure with each one. Similarly, if you connect to the Web from multiple devices (e.g., work and home), you need to set each browser on each device. However, if you disable cookies or refuse to accept a request to place a cookie, it is possible that some parts of this Web site, including certain areas of the Web site for which you need to log in, will not function properly.

## Disclosure of Personal Information and Other Information

Catalyst does not share your personal and other information with other service providers or other third parties unless you request it. Information about our Web site users, such as your use of this Web site or other websites, and the services provided on this Web site or other websites, is stored on an anonymous and aggregate basis.

If you participate in certain features of this Web site (e.g., sharing content with others), please note that any information you or others voluntarily disclose through use of these features becomes available to the public and/or other users whom you have designated. If you choose to provide access to designated individuals, please be aware that any information you post will be visible to such individuals for their use. Catalyst is not responsible for the information that you or others choose to disclose publicly on this Web site, and neither Catalyst nor others' use of such information is subject to this Privacy Policy.

Catalyst may also disclose your personal and other information to unaffiliated third parties if we believe in good faith that such disclosure is necessary: (a) to comply with the law or in response to a subpoena, court order, or other legal process; (b) to protect the interests, rights, safety, or property of Catalyst or others; (c) to enforce any terms of service on this Web site; (d) to provide you and other users of this Web site with the services or products requested by you and/or the other users (including allowing a purchaser of Catalyst or a Catalyst division to continue to serve you), and to perform other activities related to such services and products, including billing and collection; or (e) to operate Catalyst's systems properly. The collection, further use, and/or disclosure of your information by Third-Party Providers or by other third parties is not the responsibility of Catalyst. Rather, such collection, use, and/or disclosure is governed by the third parties' privacy policies.

## Accuracy and Security of Personal Information

Any personal information you provide to Catalyst is kept on secure servers. Catalyst uses reasonable administrative, technical, personnel, and physical measures (a) to safeguard personal information against loss, theft, unauthorized use, disclosure, or modification; and (b) to ensure the integrity of the personal information. To help us protect your privacy, you should maintain the secrecy of the login ID and password you may have set up in connection with your participation in this Web site's service.

Where we have given you (or where you have chosen) a login ID and password for access to certain parts of our website or services, you are responsible for keeping this password confidential. We ask you not to share your password with anyone. Unfortunately, the storage and transmission of information over the internet is never completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to or through our website or any of our services. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on or within the website or any of our services.

## Accessing and Updating Your Personal Information

To access, review, rectify, or delete your personal information covered by this Privacy Policy, please contact us at [info@catalystwriting.com](mailto:info@catalystwriting.com). While Catalyst will make reasonable efforts to accommodate your request, we also reserve the right to impose certain restrictions and requirements on such access requests, if allowed or required by applicable laws.

## Transfer of Personal Information to Other Countries

Some of the uses and disclosures mentioned in this Privacy Policy may involve the transfer and processing of your personal information to and in various countries around the world that may have different levels of privacy protection than your country. By submitting your personal information, you consent to such transfers and processing, including to and in the United States.

## Links to Third-Party Websites; Third Party Applications

Catalyst may provide links to third-party websites, including social networking websites. Since we do not control third-party sites and are not responsible for any information you may provide while on such sites, we encourage you to read the privacy policies on those websites before providing any of your information on such sites. Additionally, some content or applications, on or through our website or any of our services, may be served by third-parties. These third parties may use cookies, alone or in conjunction with web beacons or other tracking technologies, to collect

information about you when you use our website or services. The information they collect may be associated with your personal information or they may collect information, including personal information, about your online activities over time and across different websites and other online services. We do not control these third parties' tracking technologies or how they may be used. If you have any questions about this content, you should contact the responsible provider directly.

## Children's Privacy

The Children's Online Privacy Protection Act was created to protect children under the age of 13 from unsuspecting acts or practices in conjunction with collecting, using, and disclosing any information about them. Our website and any of products or services are not intended for anyone under the age of 18. If you are under 18, do not use or provide any information on or through our website or any of our services. If we learn we have collected or received personal information from a child under 13 without verification of parental consent, we will delete that information. If you are a parent or guardian or otherwise believe we might have any information from or about a child under 13, please contact us so that we can delete the child's information. We will never knowingly accept, collect, maintain or use any information from a child under the age of 13. If a child whom we know to be under the age of 13 sends personal information to us online, we will only use that information to respond directly to that child or notify parents.

## "Do Not Track" Disclosures

Certain state laws require us to indicate whether we honor "Do Not Track" settings in your browser over time and across third party websites. We adhere to the standards set out in this Privacy Policy and do not monitor or follow any Do Not Track browser requests we might receive from you or your browser.

## Your California Privacy Rights

If you are a California resident, California Civil Code Section 1798.83 permits you to request information regarding the disclosure of your personal information by Catalyst to its affiliates and/or third parties for their direct marketing purposes. To make such a request, please send an email with your first name, last name, mailing

address, email address and telephone number to [info@catalystwriting.com](mailto:info@catalystwriting.com). Please include "California Privacy Rights" in the Subject line of your email. You may also make such a request by writing to us at: 3033 SW 98 Drive, Gainesville, FL 32608.

## GDPR

Catalyst does not target EU citizens with its marketing or regularly collect or process the data of EU citizens. If you are an EU citizen and would like additional information, please send an email with your first name, last name, mailing address, email address and telephone number to [info@catalystwriting.com](mailto:info@catalystwriting.com). Please include "EU GDPR" in the Subject line of your email. You may also make such a request by writing to us at: 3033 SW 98 Drive, Gainesville, FL 32608.

## DMCA Policy

If you believe that your copyrighted work has been copied in a way that constitutes copyright infringement and is accessible via the Service, please notify the Catalyst copyright agent, as set forth in the Digital Millennium Copyright Act of 1998 ("DMCA"), via e-mail at [info@catalystwriting.com](mailto:info@catalystwriting.com), with the following information:

1. Identification of the copyrighted work that you claim has been infringed;
2. Identification of the material that is claimed to be infringing and where it is located on the Service;
3. Information reasonably sufficient to permit Catalyst to contact you, such as your address, telephone number, and, e-mail address;

UNDER FEDERAL LAW, IF YOU KNOWINGLY MISREPRESENT THAT ONLINE MATERIAL IS INFRINGING, YOU MAY BE SUBJECT TO CRIMINAL PROSECUTION FOR PERJURY AND CIVIL PENALTIES, INCLUDING MONETARY DAMAGES, COURT COSTS, AND ATTORNEYS' FEES.

Please note that this procedure is exclusively for notifying Catalyst that your copyrighted material has been infringed. The preceding requirements are intended to comply with Catalyst's rights and obligations under the DMCA, including 17 U.S.C. §512(c), but do not constitute legal advice.

## Questions Regarding This Privacy Policy

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