

PRIVACY POLICY

Updated
November 1, 2022

Cleo Coyle (CoffeeshouseMystery.com & Cleo Coyle's subsidiary websites and domains, listed below, and Cleo Coyle's email Newsletter) value the privacy of our audience, website users, and Newsletter subscribers. This Privacy Policy will help you understand how we collect and use personal information from those who visit our websites, subscribe to our Newsletter, or otherwise make use of our online facilities and services, and what we will and will not do with the information we collect. Our Policy has been designed and created to assure those affiliated with Cleo Coyle of our commitment and realization of our obligation to meet existing privacy standards.

This Policy governs data collection and usage by us. Through the use of Cleo Coyle's websites and domains listed below, or by subscribing to Cleo Coyle's Newsletter, you are therefore consenting to the data collection procedures expressed in this Policy.

Cleo Coyle's Subsidiary Websites & Domains Include:

CoffeeshouseMystery.com	CoffeeshouseMysteries.com
CleoCoyleRecipes.com	CleoCoyle.com
CleoCoyleBooks.com	CleoCoyleSecretNewYork.com
VillageBlendJazzSpace.com	CleoCoyleBooks.blogspot.com
HauntedBookshopMystery.com	HauntedBookshopMysteries.com

Please note that this Policy does not govern the collection and use of information by companies that Cleo Coyle does not control, nor by individuals not employed or managed by us. If you visit another company's or entity's website that we mention or link to, you may wish to review its own particular privacy policy to better understand the way in which it garners, makes use of, and shares the information collected.

Specifically, this Policy will inform you of the following

1. What personally identifiable information is collected from you through our websites and Newsletter;
2. Why we collect personally identifiable information and the legal basis for such collection;
3. How we use the collected information and with whom it may be shared;
4. What choices are available to you regarding the use of your data; and
5. The security procedures in place to protect the misuse of your information.

Information We Collect

It is always up to you whether to disclose personally identifiable information to us, although if you elect not to do so, we reserve the right not to register you as a user or provide you with any products or services. This website collects various types of information, such as:

- Voluntarily provided information, which may include your name, address, and/or email address, which may be used to deliver the services or items you have requested.
- Information automatically collected when visiting our website and reading our Newsletter, which includes cookies, third party tracking technologies, and server logs.
- See "Google Analytics" below for more information on cookies and tracking technologies.
- Also see "Newsletter Service" below for more information on how our service provider uses cookies and tracking technologies.

In addition, Cleo Coyle may have the occasion to collect non-personal anonymous demographic information, such as age, gender, geographic location, as well as the type of browser you are using, IP address, or type of operating system, which will assist us in providing and maintaining superior quality service.

Please rest assured that this site will only collect personal information that you knowingly and willingly provide to us by way of completed membership, comment or subscriber forms; surveys; or emails. It is the intent of this site to use personal information only for the purpose for which it was requested, and any additional uses specifically provided for in this Policy.

Why We Collect Information and For How Long

We are collecting your data for several reasons:

- To better understand your needs and provide you with the services you have requested;
- To fulfill our legitimate interest in improving our services and products;
- To send you newsletters when we have your consent to do so;
- To customize our website according to your online behavior and personal preferences.

The data we collect from you will be stored for no longer than necessary. The length of time we retain said information will be determined based upon the following criteria: the length of time your personal information remains relevant; the length of time it is reasonable to keep records to demonstrate that we have fulfilled our duties and obligations; any limitation periods within which claims might be made; any retention periods prescribed by law or recommended by regulators, professional bodies or associations; the type of contract we have with you, the existence of your consent, and our legitimate interest in keeping such information as stated in this Policy.

Use of Information Collected

Cleo Coyle does not now, nor will it in the future, sell, rent or lease any of its customer lists and/or names to any third parties.

Cleo Coyle may collect and may make use of personal information to assist in the operation of our websites and Newsletter and to ensure delivery of the services you need and request, such as our Newsletter. At times, we may find it necessary to use personally identifiable information as a means to keep you informed of other possible products and/or services that may be available to you from us.

Cleo Coyle uses various third-party social media features including but not limited to Facebook, Twitter, Instagram, Goodreads, YouTube, Bookbub, Pinterest, and other interactive programs. These may collect your IP address and require cookies to work properly. These services are governed by the privacy policies of the providers and are not within Cleo Coyle's control.

Disclosure of Information

Cleo Coyle may not use or disclose the information provided by you except under the following circumstances:

- as necessary to provide services or products you have ordered;
- in other ways described in this Policy or to which you have otherwise consented;
- in the aggregate with other information in such a way so that your identity cannot reasonably be determined;
- as required by law, or in response to a subpoena or search warrant;
- to outside auditors who have agreed to keep the information confidential;
- as necessary to enforce the Terms of Service on our websites;
- as necessary to maintain, safeguard, and preserve all the rights and property of Cleo Coyle .

Non-Marketing Purposes

Cleo Coyle greatly respects your privacy. We do maintain and reserve the right to contact you if needed for non-marketing purposes (such as bug alerts, security breaches, account issues, and/or changes in Cleo Coyle products and services, or changes to this Policy). In certain circumstances, we may use our website or other public means to post a notice.

Google Analytics

We use **Google Analytics**, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies. Cookies are text files placed on your computer in order to help the website analyze how users use the site. The information that is generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information to evaluate your use of the website, including compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf.

You can prevent cookies from being stored by using settings in your browser software. [Click here to learn more from Google about managing cookies](#). You can prevent the data created by the cookie based on your use of the website (incl. your IP address) from being collected by Google and such data from being processed by Google by downloading and installing the browser plugin that is available via the following link: <https://tools.google.com/dlpage/gaoptout>

To learn more, follow this link to review Google's Privacy Policy: <https://support.google.com/analytics/answer/6004245>

Newsletter Service: How does our newsletter service use your information?

We use **Mailchimp** to manage our email marketing subscriber list and to send emails to our Newsletter subscribers. Mailchimp is a third-party provider, which may process your data (when you subscribe) using industry-standard technologies to help us monitor and improve our Newsletter.

A link to Mailchimp's privacy policy with their current policies on their use of cookies is available at this web address: <https://mailchimp.com/legal/cookies/>

You can always unsubscribe from our Newsletter by clicking on the unsubscribe link provided at the end of each newsletter. You may also contact us at CoffeehouseMystery@gmail.com to request a complete deletion of your data from our Newsletter Service.

Children under the age of 13

Cleo Coyle's websites and Newsletter are not directed to, and do not knowingly collect personal identifiable information from, children under the age of thirteen (13). If it is determined that such information has been inadvertently collected on anyone under the age of thirteen (13), we shall immediately take the necessary steps to ensure that such information is deleted from our system's database, or in the alternative, that verifiable parental consent is obtained for the use and storage of such information. Anyone under the age of thirteen (13) must seek and obtain parent or guardian permission to use our websites and subscribe to our newsletters.

Unsubscribe or Opt-Out

All users and visitors to our websites and subscribers to our Newsletter have the option to discontinue receiving communications from us by way of email or Newsletter. To discontinue or unsubscribe, please send an email that you wish to unsubscribe to CoffeehouseMystery@gmail.com. If you wish to unsubscribe or opt-out from any third-party websites, you must go to that specific website to unsubscribe or opt-out. Cleo Coyle will continue to adhere to this Policy with respect to any personal information previously collected.

Links to Other Websites

Our websites do contain links to affiliates and other websites. Cleo Coyle does not claim nor accept responsibility for any privacy policies, practices and/or procedures of other websites. Therefore, we encourage all users and visitors to be aware when they leave our websites and to read the privacy statements of every website that collects personally identifiable information. This Policy applies only and solely to the information collected by our websites and Newsletter.

Notice to European Union Users

Cleo Coyle 's operations are located primarily in the United States. If you provide information to us, the information will be transferred out of the European Union (EU) and sent to the United States. (The adequacy decision on the EU-US Privacy became operational on August 1, 2016. This framework protects the fundamental rights of anyone in the EU whose personal data is transferred to the United States for commercial purposes. It allows the free transfer of data to companies that are certified in the US under the Privacy Shield.) By providing personal information to us, you are consenting to its storage and use as described in this Policy.

Privacy Policy Updates

We reserve the right to make changes to this Policy at any given time. If you have not registered with us and want to make sure that you are up to date with the latest changes, we advise you to frequently visit this page. If you are a registered user, we will notify you via email of any changes or updates made to this Policy. If at any point in time Cleo Coyle decides to make use of any personally identifiable information on file, in a manner vastly different from that which was stated when this information was initially collected, the user or users shall be promptly notified by email. Users at that time shall have the option as to whether to permit the use of their information in this separate manner.

Acceptance of Terms

By using our websites and subscribing to our Newsletter, you are hereby accepting the terms and conditions stipulated within this Privacy Policy Agreement. If you are not in agreement with our terms and conditions, then you should refrain from further use of our sites or Newsletter. In addition, your continued use of our websites and Newsletter following proper notification or the posting of any updates or changes to our terms and conditions, shall mean that you agree and accept such changes.

How to Contact Us

If you have any questions or concerns regarding this Privacy Policy as it relates to our website, please feel free to contact us at the following email or mailing address:

Email: CoffeehouseMystery@gmail.com

Mailing Address:

Cleo Coyle
c/o John Talbot Agency
180 Prospect Avenue #188
Mamaroneck, New York 10543