

**General Statement of Principles**

As described in detail below, any information we gather at this web site is strictly for our use and is not shared with any other entity, public or private, for any reason. We will not sell or give away any lists or other data that we may retain and we do not purchase such information from other sources.

**Statistical Data**

Our servers (as most) track IP addresses and referring pages to help with site maintenance and improvements. This data is viewed only as anonymous statistics to show the busiest times of the day or week, pages with errors and how effective our advertising has been. This information is not used for any other purpose.

**Personal Information Collected - Order Forms**

With the exception of credit card info, we store the information from your order form to allow us to track consulting issues or refer to a previous order to help provide some customer service. You may elect to have your information completely removed from this system by e-mailing us at [Support@TMGuniverse.com](mailto:Support@TMGuniverse.com) with your request.

**Information Correction or Removal**

If you wish to correct, update or remove any information about you that may be in our records, please send us e-mail at [Support@TMGuniverse.com](mailto:Support@TMGuniverse.com) with the details of your request.