

**WholeMana
Email Policy
Effective 2018-01-01**

Email Policy

We created this Email Policy to demonstrate our firm commitment to your privacy and the protection of your information. By registering to our Mailing List you acknowledge acceptance of this Email Policy in effect at that time of your use.

Our Mailing Lists

Our mailing lists are permission based. If you receive a mailing from us, you have either (1) opted-in to our mailing lists under your own volition, or (2) supplied your email address under your own volition directly to us via registering to our Mailing List. Under these circumstances, you have an existing business relationship with us. We do not send messages to individuals who do not fall into these categories. Our messages are only intended for email addresses on our mailing lists and only intended for email addresses enrolled in our Mailing List Database.

How to Unsubscribe

Each email we send contains an easy, automated way for you to cease receiving email from us. If you wish to unsubscribe from our mailing lists, simply follow the Unsubscribe or Update Profile links at the bottom of any email, or send request.

Inability to Unsubscribe

If you select the Unsubscribe link in one of our emails and an email address other than your email address is listed on the unsubscribe page, this means that your email address is not on our mailing list; you cannot unsubscribe from our mailing list if you are not subscribed. If this occurs, it means you have been sent our message from a third-party sender. If you continue with the unsubscribe process, you will not unsubscribe your email address (as you are not on our mailing list); you will only unsubscribe the email address of the third-party sender. This action by you will not result in the third-party sender ceasing to send our messages to you; it will only unsubscribe the third-party sender from our mailing list. The third-party sender will not be informed you have unsubscribed their address from our mailing list, and the third-party sender may still continue to send you our messages. If you encounter this situation, please forward a copy of that email with your comments to Spam for Review.

Third-Party Senders

Our messages are sent from News @ WholeMana and are only intended for email addresses on our mailing lists. If you receive a message from an email address other than News @ WholeMana you received our message from a third-party sender; we did not send a message to you and you are not on our mailing lists. If you wish to be removed from the third-party sender's mailing list, please make your request to the third-party sender or forward a copy of that email with your comments to Spam for Review.

Notice to Third-Party Senders

Our messages are delivered to email addresses on our mailing lists, and are only intended for email addresses on our mailing lists. If you receive a message from News @ WholeMana and then forward or send that message to another individual, you are acting as a third-party sender. In such cases, if the recipient of your message wishes to unsubscribe from receiving our messages, they will not be able to do so as they are not on our mailing lists. In those cases, the recipient of your message may report our Company as sending them a Spam message. In addition, if they continue with the unsubscribe process, they will not unsubscribe their email address, but will unsubscribe your email address. In the event you wish to forward or send our messages to other individuals: (1) they must have previously requested to receive messages from you regarding WholeMana (2) you must provide them a mechanism to opt out from receiving messages regarding WholeMana from you (3) you must remove our Company's email address (News @ WholeMana) from the message, and (4) you must remove the Unsubscribe link and/or Update Profile link from the message. The only exception to (3) and (4) is when a 'Forward this Message' link is listed at the bottom of the message; in such cases, you must use the 'Forward this Message' link to forward the message.

Reporting Spam

Spam is commercial email or unsolicited email which has not been requested by the recipient. Spam messages are the opposite of permission-based email which are normally anticipated, personal, relevant, and/or associated with a pre-existing business or personal relationship. Our mailing lists are permission based. If you believe you received unsolicited email from News @ WholeMana please forward a copy of that email with your comments to Spam for Review. Messages we send to our mailing lists are classified as Transactional-Relationship emails, and as such, are legitimate messages and not spam. If you received a message sent to you from News @ WholeMana you received a legitimate message from us, and as such, our messages should not be reported as spam. If you report a legitimate message as spam, you are allegedly making a false spam report.

False Spam Reporting

We fully support the efforts of various organizations which work to responsibly eliminate spam activities. However, if an individual has opted-in or agreed to receive email from us and/or has supplied their email address via registering to our Mailing List and then such individual falsely or maliciously files a spam complaint against us, we will cooperate fully with the appropriate agencies and file the false spam report incident with the proper authorities.

Reporting Third-Party Senders as Spam

We are not responsible for the mailing of any third-party sender who forwards our messages. However, if you believe you received an unsolicited message from us via a third-party sender, and you wish to report the third-party sender as spam, please forward a copy of that email to Spam for Review.

Your Privacy Protection

We use appropriate security measures to protect against the loss, misuse, and alteration of data used by our systems.

Sharing and Usage

We will never share, sell, or rent individual personal information with anyone for their promotional use without your advance permission or unless ordered by a court of law. Information submitted to us is only available to Company Personnel managing this information for purposes of contacting you or sending you emails based on your request for information and/or based on your existing business relationship with us, and to contracted service providers for purposes of providing services relating to our communications with you.

Questions or Comments

If you have questions or comments about our Email Policy, please [contact us](#)