

Privacy Policy

At OfficeMax, we recognize the sensitive nature of your personal and business information. For your protection, all information transmitted by you to us while visiting this website is secured using the latest technology in software encryption and security.

OfficeMax provides this privacy policy in order to demonstrate our firm commitment to Internet privacy and to make you aware of our privacy practices, and of the choices you can make about the way your personal and business information is collected and used by OfficeMax. The areas covered in this policy are as follows:

[What personal information does OfficeMax.com collect?](#)

[How is this information used by OfficeMax?](#)

[How is my personal information secured?](#)

[What is the policy of OfficeMax Partner Stores?](#)

[How might this policy change in the future?](#)

[How can I access or change my personal information?](#)

[How do I contact OfficeMax?](#)

What personal information does OfficeMax collect?

For each visitor to our website:

As a matter of practice, we collect the domain name, e-mail address, Uniform Resource Locator (URL), and Internet Protocol (IP) address of visitors to our website. Information is also collected on those who post messages to our bulletin board, and those who communicate with us via e-mail, as well as those who provide us with their personal information through surveys, site registrations, or sweepstakes entries. In addition, OfficeMax collects aggregate information on what pages visitors' access or visit.

With respect to cookies:

We use cookies to store visitors' preferences, record session information (such as items that Customers add to their shopping cart), record user-specific information on what pages users access or visit, alert visitors to new areas that we think might be of interest to them when they return to our site, and to record past activity in order to customize our site's content based on visitors' browser type or other information that the visitor may provide us with.

How is this information used by OfficeMax?

The information OfficeMax collects is used by us to improve the content of our website, customize the content for individual visitors, notify visitors about our website updates, and contact customers for marketing purposes. Where appropriate, we share aggregated statistical information with our business partners. These statistics do not include personally identifying information.

Additionally, from time to time, OfficeMax partners with third parties to provide site users with offers or services which may be of value to our users. In such instances, we will share a user's contact information with a third party to enable them to notify the user of the offer or service.

We will never provide credit card information to any third party, and you will always be provided with the opportunity to unsubscribe from any such list.

E-mail:

If you supply us with your e-mail address, you may receive periodic e-mails from us with information on new products and services or upcoming events. If you do not want to receive e-mails from us in the future, please let us know by sending us an e-mail at the below address, calling us at the below telephone number, or writing to us at the below address. OfficeMax will not rent, sell, or share your email information with other companies.

Postal Mail:

If you supply us with your postal address, you may receive periodic mailings from us with information on new products and services or upcoming events. If you do not wish to receive such mailings, please let us know by calling us at the number provided below, e-mailing us at the below address, or writing to us at the below address.

You may also receive mailings from other companies. You can, however, have your name put on our do-not-share list by calling us at the number provided below, e-mailing us at the below address, writing to us at the below address. Please provide us with your exact name and address. We will be sure your name is removed from the list we share with other organizations.

Phone:

Persons who supply us with their telephone numbers online may receive telephone contact from OfficeMax with information regarding new products and services or upcoming events. If you do not wish to receive such telephone calls, please let us know by sending us an e-mail at the below address, calling us at the below telephone number, or writing to us at the below address. We will be sure your name is not shared with other organizations.

With respect to Ad Servers:

We do not partner with, or have special relationships with, any ad server companies.

Survey Information:

We may on occasion seek information on our customer base via electronic or print surveys. Participation is optional. Survey contact information (name, e-mail, address, etc.) is used to request more information in relation to the survey when necessary. We may also use contact information to send out personalized and/or targeted promotional material on OfficeMax.com or other third parties. Survey participants may opt-out of future mailings by following the instructions in the mailing. Surveys also capture demographic information (zip code, age, income level, etc.). This information is used to tailor the shopping experience of OfficeMax.com visitors on a personalized basis.

Sweepstakes Information:

We conduct sweepstakes which ask visitors for contact information (name, e-mail address, etc.) and demographic information (zip code, age, income level, etc.). Participation is optional. Sweepstakes contact information (name, e-mail, address, etc.) is used to request more

information in relation to the survey when necessary. We also may use contact information to send out personalized and/or targeted promotional material on OfficeMax.com or other third parties. Sweepstakes participants may opt-out of future mailings by sending us an e-mail at the below address, calling us at the below telephone number, or writing to us at the below address.

Web Analytics:

On a regular basis, OfficeMax may send some or all of the information gathered by our collection processes (as set forth in this Privacy Statement) to Coremetrics, a company that works on our behalf to provide us with a service that assists us in analyzing this information. This service allows us to better meet our customers' product and/or service needs. Coremetrics is contractually bound against using the information we provide to them beyond what is necessary to assist us. If you have any questions regarding our use of Coremetrics please send us an e-mail at the below address, call us at the below telephone number, or write to us at the below address. If you would like more information from Coremetrics about these services, including how to opt out of them, please [click here](#).

How is my personal information secured?

Credit Card Processing and Security:

At OfficeMax.com, our secure server encrypts all payment information that you transmit to us while using our site. We use the latest 128-bit encryption technology to keep your personal information safe, including your user name, password, and credit card number and expiration date. The encryption process takes personal information and converts it into code that is securely transmitted over the Internet. If you experience fraudulent use of your credit card as a result of using your credit to make a purchase through OfficeMax.com, you must notify your credit card provider in accordance with its reporting rules and procedures.

If your credit card provider holds you liable for some portion of the unauthorized charges, and if the unauthorized use of your credit card resulted (through no fault of your own) from the use of your credit card to purchase through the secure server at OfficeMax.com, then OfficeMax will reimburse you for the liability up to a maximum of \$50.

Credit card transactions are handled by a third-party financial institution that receives the credit card number and other personal identifying information only to verify the credit card numbers and process transactions.

What is the policy of OfficeMax Partner Stores?

Product Information:

OfficeMax.com contains information on a wide variety of products and services. We also provide links to partner, affiliate, and manufacturer sites for additional information on their products and services. While we try to ensure that these sites adhere to a privacy policy that is consistent with this policy, we are not responsible for the privacy practices or content of other websites and do not make any representations regarding how such sites use customer

information.

Partner Store Information:

We work with a variety of partner stores and service providers to fulfill the needs of our customers. Information (name, shipping address, phone numbers, etc.) gathered at OfficeMax.com branded or co-branded partner stores is used to contact customers in regards to orders placed or services provided when necessary.

Affiliate Information:

OfficeMax.com offers an affiliate program for qualified websites. Participation is optional and based on OfficeMax.com approval. Application information is used to determine eligibility in the OfficeMax.com affiliate program. Account information of approved affiliates is maintained for the purposes of communication between OfficeMax.com and its affiliates. If an application is denied for any reason, OfficeMax.com does not retain account information on the applicant.

How might this policy change in the future?

Future Use:

From time to time, we may use customer information for new, unanticipated uses not previously disclosed in our privacy notice. If our information practices change at some time in the future, we will post the policy changes to our website to notify you of these changes and provide you with the ability to opt out of these new uses. If you are concerned about how your information is used, you should check back at our website periodically.

Customers may prevent their information from being used for purposes other than those for which it was originally collected by calling us at the number provided below, e-mailing us at the below address, or writing us at the below address.

How can I access or change my personal information?

Access to Personal Information:

Upon request, we provide site visitors with access to unique identifier information (e.g., customer number or password) that we maintain about them, transaction information (e.g., dates on which customers made purchases, amounts, and types of purchases) that we maintain about them, and contact information (e.g., name, address, phone number) that we maintain about them.

Customers can access this information by calling us at the number provided below, e-mailing us at the below address, or writing us at the below address. Upon request, we offer visitors the ability to have inaccuracies corrected in contact information, financial information, and unique identifiers. Customers can have this information corrected by sending us an e-mail at the below address, calling us at the below telephone number, or writing to us at the below address.

With respect to security: We always use industry-standard encryption technologies when transferring and receiving customer data exchanged with our site. When we transfer and receive certain types of sensitive information, such as financial information, we redirect visitors to a

secure server and will notify visitors through a pop-up screen on our site. We have appropriate security measures in place in our physical facilities to protect against the loss, misuse, or alteration of information that we have collected from you at our site. If you feel that this site is not following its stated information policy, you may contact us at the below addresses or phone number.

How do I contact OfficeMax:

OfficeMax Corporate Headquarters
263 Shuman Blvd.
Naperville, IL 60563