

# Terms and Conditions



## Privacy Policy

We respect your right to privacy. This policy summarizes what personally identifiable information we may collect, and how we might use this information. This policy also describes other important topics relating to your privacy. We reserve the right to modify this privacy policy at any time. We will promptly reflect any such modifications in these webpages.

## Information Collection

We will only collect personally identifiable information (such as name, title, company name, address, telephone number and email address, etc.) that you voluntarily provide through our website or email correspondence. We may collect general information (such as the type of browser you use, the files you request, and the domain name and country from which you request information, etc.) to improve our website and better meet your needs.

## Use of Information

Before we collect any personally identifiable information, we will provide an explanation for the possible use of your data. The information you supply will be used by us to respond to your inquiries or supply you with requested information on us. It may be necessary, if required by law or if pertinent to judicial or governmental investigations, to release your personally identifiable information. If you have submitted personal information to us electronically and would like it removed or modified, please contact us. We will use reasonable efforts to comply with your request.

## Links

The porthouston.com website contains links to other sites. We do not endorse or otherwise accept responsibility for the content or privacy policies of those other sites.

## Security

We guard your online payment transactions. We do not save any of your credit card data on our network. The actual transmission of your payment information over the Internet is at its safest when your web browser can make an encrypted or secure connection.

## Online Refund Policy

In the event that your credit card was charged in error or without your permission, we will review your request to cancel the original transaction and refund your payment in full, as long as the request is made within ninety days of the original transaction and it is determined the transaction was charged in error or without your permission. The period of ninety days will begin from the transaction processing date. We reserve the right to revise this policy at any time.

## Maximum Amount

We limit the online payments to a maximum of US\$5,000. Items exceeding that amount should be paid via check, wire or ACH transfer. In the event you enter an amount higher than US\$5,000, we reserve the right to cancel the credit card transaction and refund the amount to you, or charge a convenience fee of 3%.

## Contact

For questions relating to credit card payments, please contact the Port of Houston Authority Treasury Department, via phone (713-670-2405 or 713-670-2555), or email [Treasury@porthouston.com](mailto:Treasury@porthouston.com).