# **PRIVACY POLICY**

Protecting the security and privacy of your Personal Information is important to us and to the way we conduct our business in compliance with laws on privacy, data protection and data security. We hope the policy outlined below will help you understand what information we may collect, how we use and safeguard that information and with whom we may share it. This policy may change from time to time so please check back periodically.

# **Personal Information**

Through our Web site, we will not collect any personally identifiable information about you (e.g., your name, address, telephone number or e-mail address ("Personal Information")), unless you voluntarily choose to provide it to us (e.g., by registration, survey). If you do not want your Personal Information collected, please do not submit it to us. When you do provide us with Personal Information, we usually use it to respond to your inquiry, process your order or provide you access to specific account information. Also, to support our customer relationship with you:

- we may store and process Personal Information and share it with our worldwide affiliates to better understand your business needs and how we can improve our products and services; or
- we (or a third party on our behalf) may use Personal Information to contact you about an offer in support of your business needs or to conduct online surveys to understand better our customers' needs and profiles.

If you choose not to have your Personal Information used to support our customer relationship (especially direct-marketing or market-research), we will respect your choice. We do not now (and do not intend to) sell, rent or otherwise market your Personal Information to third parties.

# Non-Personal Information Collected Automatically

When you access our web site, we may automatically (i.e., not by registration) collect information that is not personally identifiable (e.g., type of Internet browser and computer operating system used; domain name of the Web site from which you came; number of visits, the date and time of your visit, average time spent, pages viewed). We may use this information and share it with our affiliates to measure the use of our Web site and improve its content.

# **Use of Feedback Utilities**

Any information submitted to us through the Feedback utilities in this site will be considered non-confidential and we reserve the right to use and reproduce such information and/or disclose it to other parties without restriction.

## "Cookies" - Information Placed Automatically on Your Computer

When you view one of our Web sites, we may store some information on your computer in the form of a "Cookie" to automatically recognize you the next time you visit. Cookies can help us in many ways, for example, by allowing us to tailor a Web site to better match your interests or to save your password so that you do not have to re-enter it each time. If you choose not to be recognized, please refer to your Internet browser to erase Cookies from your computer hard drive, block all Cookies or receive a warning before a Cookie is stored.

#### Security

We take reasonable precautions to ensure the security of your Personal Information and protect it from loss, destruction, falsification, manipulation, and unauthorized access or unauthorized disclosure.

## Links to Other Web Sites

Our web site contains links to other web sites that are provided as a convenience only. We are not responsible for the privacy practices or the content of other Web sites, and you are subject to the privacy and use policies of the new sites you link to through the our site.

#### **Questions and Comments**

If you have any questions or comments about this Privacy Policy (e.g., to review and update your Personal Information), please contact us. As the Internet matures, so will our Privacy Policy. We will post changes to our Privacy Policy on this page as soon as the commitment has been made to alter any existing policy.