

# TERMS AND CONDITIONS OF USE/PRIVACY POLICY

## TERMS AND CONDITIONS OF USE

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### Restrictions on Use of Materials

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We occasionally may lead you to other websites that are beyond our control. We are not responsible for the content of those other websites, and do not necessarily endorse or approve the information, materials, products or services contained on or accessible through other websites. Your access or use of any information, materials, products and services offered by other websites, are solely at your own risk.

### Collection of Information from Site Users; "Cookies" Policy

Generally, you may visit our website without revealing any information about yourself. There are times, however, when we ask for identifiable information from you, such as your name, company, e-mail address, phone number, and address. We request this information in order to generally correspond with you as to non-privileged matters, to provide you with our newsletters or other publications, or to notify you about events. Where applicable, our website differentiates between data fields that are optional and those that are mandatory to obtain the requested information.

We may collect and/or track (a) the home server domain names, e-mail addresses, type of computer, and type of web browser of users to our website, (b) the e-mail addresses of users that communicate with us via the website, (c) information knowingly provided by the user in online forms, registration forms, surveys, etc. (including name, address, e-mail and other profile data), and (d) aggregate and user-specific information describing which website pages users have accessed.

We may place Internet "cookies" on users' hard drives. Internet cookies can save data about individual users, such as the user's name, password, user-name, screen preferences, the pages of a website viewed by the user, and the information viewed or clicked by the user. When the user revisits the website, we may recognize the visitor by the Internet cookie and customize the user's experience accordingly. Users may decline Internet cookies by using the appropriate feature of their web client software, if available. However, declining to use cookies may impede the ability of the website to function properly for you.

When a user performs a search within our website, we may record information identifying the user or linking the user to the search performed. We may also record information associated with every search request made by the user and use that information to solve technical problems and to calculate overall usage statistics, among other things.

### **Use of Data Collected from Website Users**

We may use the data collected from our website for internal purposes, namely, for solving technical problems, calculating overall usage statistics, for internal marketing and promotional purposes, product development, content improvement, and to contact you and provide you with any information you have requested. We will not disclose to third parties any information identifying individual website users, such as names, postal and email addresses, telephone numbers, and other information which users voluntarily provide to us, except to the extent necessary to comply with applicable laws or legal processes (e.g., subpoenas), or to otherwise protect our rights or property.

### **Security Measures**

We implement security features in an effort to prevent the unauthorized release of, or access to, information. Please note, however, that we are not responsible for the security of information transmitted via the Internet and we cannot guarantee the confidentiality of any communications or materials transmitted to or from us via the website or e-mail. In addition, whenever you select or receive a login and unique password for use of this website, you are solely responsible for the security of this information, and for all actions taken regarding them. For more private communications, users can contact us by telephone at the main office and direct line telephone numbers provided on the website.

### **Opt-Out Right**

Users may opt out from our use of their information to send promotional materials to them, by contacting us by telephone at the main office and direct line telephone numbers provided on the website. If you receive a marketing email from us, you will be provided with an automated way to opt out (unsubscribe) from that particular communication or from all marketing emails sent by us. Please follow the instructions on the email you receive.

### **Revisions to Privacy Policy**

We reserve the right to change these Terms and Conditions of Use from time to time. Please check the Terms and Conditions of Use whenever you visit our website.