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## PRIVACY POLICY (EMQnet.com)

Effective July 2011

EMQ<sup>®</sup> Pty Ltd (hereinafter referred to as "EMQ<sup>®</sup>") has created this Security Policy in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices.

### Personal information and Information sharing

For each visit to our login page we automatically recognize your IP address, domain and Web browser. This information is not used to personally identify you. We use your IP address to help diagnose possible problems with our servers and Internet connection. We do not sell or market this information to any third party. We do however, on occasion, aggregate this information internally and analyse it to help improve the performance of our service.

During the registration/sign-up process, Clients provide us with personally identifiable information such as name, email address, etc. This information is used primarily to identify Users in our service, which is necessary for the login process. The individual user access is based on e-mail addresses. We do not share this information with anyone, nor do we sell or market this information to any third party. We do not send mailings and other promotional material to Users with the exception of User summaries and system notices.

Once Users are logged in to the service they may enter personal information in their profiles, such as name, title, company or organization, postal address, phone and fax numbers, etc. This information is only shared with others in the particular Client organization and is visible to EMQ<sup>®</sup> only to assist in general administrative support services. We do not share this information with anyone, nor do we sell or market this information to any third party.

Client supplied information during initial account setup such as name, email address, postal address and phone number, etc. is used primarily for billing purposes, and to contact Clients in the case that a problem should occur with an account. This information is not shared with any other parties and we do not market or sell this information to any third party. This information is collected and owned by EMQ<sup>®</sup> only.

It is clearly indicated on our web sites if information is optional or mandatory.

When our service contains links to other Web sites, EMQ<sup>®</sup> is not responsible for the privacy practices or the content of such Web sites.

### Security

We recognize the importance our customers place on security. We exercise great care to see to that any information you enter or upload to your account is handled in a secure manner. Therefore, all communication between your computer and our servers is encrypted using SSL encryption technology. Furthermore, any document you upload to your account is securely transmitted (using SSL) and is then stored in an encrypted format.

This service has security measures in place to protect the loss, misuse and alteration of the information under our control. Internally, we restrict access to personally identifiable information to employees who need access to the information to do their job. All employees have to execute comprehensive nondisclosure agreements with us. Employees are not allowed to access your project data or uploaded documents. Backups of User and Client data are scheduled on a regular basis and these backups are safely stored and secured. For further information on the security of EMQnet.com refer to our Security Policy, which is available on request.

### Change/Modify

Changes or modification to any of the information provided in a User profile can be made by logging on to the service using a registered email address and password and clicking on "My Profile" on the home page dashboard.

### Changes in this policy

EMQ<sup>®</sup> reserves the right to modify or amend this Privacy Statement at any time and for any reason. Clients will be notified about changes in the Privacy Statement via e-mail to the nominated Client representative.

### Contact information

Questions about this Privacy Statement or any other inquiries, should be directed to:

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