We recognize the importance of safeguarding your privacy and the information collected from our customers. This privacy statement covers the scope of usage of this website and also details about the information collected from you. This policy states how the information gathered is used and how you can manage it.

# **INFORMATION GATHERED**

For the purpose of processing your requests and transactions, we gather certain personal details from you when you register or signup for any service. This information maybe used to contact you directly when required. However, in most cases, it will be reserved for administrative purposes so that we can review these details in order to provide you with more efficient services.

We respect the privacy of all our customers and clients and assure that all the personal information collected is kept completely secure. We do not sell, trade, rent, transfer or exchange your information with any third-party vendor or affiliate. The information gathered will be released only if it is deemed necessary by law. We may, in order to provide a more secure service, exchange your personal information with certain trusted companies and organizations for fraud protection and for ensuring a safer transaction gateway.

## COOKIES

Our website uses cookies to track your personal preferences when you browse our site. A cookie is a small packet of data sent to your browser from a web server. It is stored on your hard drive and can be recalled to allow easy and quick access to the website upon return. Details such as your contact information, username and password are usually stored in cookies for easy retrieval.

If you do not wish to keep a log of your information, you can configure your browser to reject all cookies or to notify you whether to accept a cookie or not. Disabling the cookies may reduce the functionality of certain aspects of our website. To find out more about enabling and disabling cookies, please check the Help section of your browser.

## **HLOG FILES**

Our servers keep a log of your IP address to monitor user movement and determine site traffic statistics. This helps us analyze our main clientele and configure our website in order to serve you better. IP addresses are in no way linked to your personal information and will be kept strictly confidential at all times.

#### **EXTERNAL LINKS**

Our website may contain links to external sites. We are not responsible for the privacy and security practices of such sites. We advise you to exercise your own discretion when dealing with such third-party vendors.

# SUBSCRIPTION SERVICES

Our site has various subscription services for which you can register in order to receive periodic emails to the account you specified. If at any time you wish to unsubscribe from a particular service, please send us an email at our support address or click on the Unsubscribe link provided at the end of each mail.

## **CHANGES IN PRIVACY POLICY**

In the event of us changing or amending the Privacy Policy, the same will be posted on this page.

If we decide to use your personal information in any other manner than specified in this policy, you will be notified via email. You will have the option of opting out of such use of your personal information.

# **CONTACTING US**

If you have any questions or comments about this privacy policy or about your dealings with us, you can contact us through our <u>Contact Us page</u>.