

## **The Sigmark Company, Inc.**

**January 2007**

At The Sigmark Company we recognize that privacy is important. This Policy applies to all of our products, services and websites.

If you have any questions about this Policy, please feel free to contact us through our website at [www.esigninsheet.com](http://www.esigninsheet.com) or write to us at The Sigmark Company, Inc. 160 Bellevue Avenue, Pennel, Pa. 19047-5256

### **Information we collect and how we use it:**

In order to provide our products and services, we may collect the following types of information:

**Information you provide** - When you purchase products and services from us it requires registration, we ask you for company information such as name, email address, USPS address or account number. Also, we may request credit card or other payment information which we maintain in secure form. We may combine the information you submit under your account with information from other Sigmark services or third parties in order to provide you with a better experience and to improve the quality of our products and services. For certain services, we may give you the opportunity to opt out of combining such information.

**Cookies** - When you visit Sigmark on our website at [www.esigninsheet.com](http://www.esigninsheet.com), we send cookies to you or receive cookies from you.

**Log information** - When you visit our web site, the servers automatically record information that your browser sends whenever you visit a website. These server logs may include information such as your web request, Internet Protocol address, browser type, browser language, the date and time of your request.

**User communications** - When you send email or other communication to Sigmark, we may retain those communications in order to process your inquiries, respond to your requests and improve our products and services.

**Affiliated sites** - We offer some of our products and services in connection with other web sites. Personal information that you provide to those sites may be sent to Sigmark in order to deliver the service. We process such information in accordance with this Policy. The affiliated sites may have different privacy practices and we encourage you to read their privacy policies.

**Links** - Sigmark may present links in a format that enables us to keep track of whether these links have been followed. We use this information to improve the quality of our web technology, customized content and advertising.

**Other sites** - This Privacy Policy applies to products, web sites and services that are owned and operated by The Sigmark Company Inc. We do not exercise control over the other sites linked from within our web site. These other sites may place their own cookies or other files on your computer, collect data or solicit personal information from you.

Sigmark only processes personal information for the purposes described in this Privacy Policy. In addition to the above, such purposes include:

Providing our products and services to customers;

Auditing, research and analysis in order to maintain, protect and improve our products and services;

Ensuring the technical functioning of our web site;

Developing new products and services.

### **Choices for personal information**

When you purchase our product or sign up for a particular service that requires registration, we ask you to provide personal information. We will not use this information in a manner different than the purpose for which it was collected. We will not use sensitive information for purposes other than those described in this Policy.

You can decline to submit personal information to any of our services, in which case Sigmark may not be able to provide those services to you.

### **Information sharing**

Sigmark only shares personal information with other companies or individuals outside of Sigmark in the following limited circumstances:

We have your consent. We require opt-in consent for the sharing of any sensitive personal information.

We provide such information to our affiliated companies or other trusted businesses or persons for the purpose of processing personal information on our behalf. We require that these parties agree to process such information based on our instructions and in compliance with this Policy and any other appropriate confidentiality and security measures.

We have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental request, (b) enforce applicable terms of service, including investigation of potential violations thereof, (c) detect, prevent, or otherwise address fraud, security or technical issues, or (d) protect against imminent harm to the rights, property or safety of Sigmark, its users or the public as required or permitted by law.

If Sigmark becomes involved in a merger, acquisition, or any form of sale of some or all of its assets, we will provide notice before personal information is transferred and becomes subject to a different privacy policy.

### **Information security**

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, as well as physical security measures to guard against unauthorized access to systems where we store personal data.

We restrict access to personal information to Sigmark employees, contractors and agents who need to know that information in order to operate, develop or improve our products and services. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

### **Data integrity**

Sigmark processes personal information only for the purposes for which it was collected and in accordance with this Policy. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve our products and services.

### **Enforcement**

Sigmark regularly reviews its compliance with this Policy. Please feel free to direct any questions or concerns regarding this Policy or Sigmark's treatment of personal information by contacting us through our web site [www.esigninsheet.com](http://www.esigninsheet.com) or by writing to us at The Sigmark Company, Inc. 160 Bellevue Avenue, Penndel, PA. 19047-5256. When we receive formal written complaints at this address, it is Sigmark's policy to contact the complaining customer regarding his or her concerns. We will cooperate with the appropriate regulatory authorities, including local data protection authorities, to resolve any complaints regarding the transfer of personal data that cannot be resolved between Sigmark and an individual.