

## Privacy Policy

Thank you for visiting the Xpertise website. This policy establishes how we will handle information we learn about you during your visit to our website. We are committed to respecting your privacy. We collect no personal information about you when you visit our website unless you choose to specifically provide that information to us. The only information that we might collect about you in addition to that which you may specifically provide, is the following:

- The pages you visit, for trends analysis
- The date and time of your visit, for trends analysis
- Your IP (Internet Protocol) address, for security purposes
- If you arrived from an outside link, the location of that link, for trends analysis
- The type of browser and operating system used to access our website, to assist us in improving the page design of our website
- The Internet domain (i.e., [www.yourisp.com](http://www.yourisp.com)) through which you have connected, for security and trends analysis purposes

The trends data collected is not specifically tied to you as a user, but it goes into a general database that tells us, for example, how many times a given page on our website was visited in a particular month.

When you choose to request information, provide on-line information for seminars, or register for an event, all of the information provided to Xpertise is kept strictly private, including names, addresses and credit card information.

Some of our web pages contain links to websites which are not part of the Xpertise website. Please be aware that when you follow a link to another website we have no control over that website and you are then subject to the privacy policies of that website. Xpertise is providing these links only as a convenience. The presence of these links on any Xpertise website is not intended to imply endorsement of that website by Xpertise, but to provide a convenient link to relevant websites, which are managed by other organizations, companies, or individuals.

If you provide us with an email address, either by sending us an email or through an online form, you will not be added to a "spam" list. We will only use your email address for purposes within the context which it was provided.

We have taken several steps to safeguard the integrity of our communications and computing infrastructure, including but not limited to, authentication, monitoring, auditing, and encryption.

We work to protect the security of your information during data transmission by using Secure Sockets Layer (SSL) software, which encrypts the information you input. We reveal only the last five digits of your credit card numbers when confirming an order. Of course, we securely transmit the entire credit card number only to the appropriate credit card agency during order processing

It is important for you to protect against unauthorized access to your password and to your computer. Do not make them available to others, and we do not recommend using the automatic log in feature if you are using a shared computer.

We will not share any personally identifying information you give us with any government agency, private organization, or the public, without your consent or as required by law. When we collect personal information from you on behalf of another client (i.e., you register for a workshop, seminar, or networking event), by supplying that information you are giving us your express consent to share that information with that client and its agents.

Xpertise takes online privacy seriously. It is our way of sustaining your trust in us, and in our products and services. Any material changes to our privacy policy will be posted on our website prior to making such changes.