

## **Privacy Policy**

### **For SystemBind Consulting & I.T. Services and Family of Companies**

#### **Version 1.01**

**Release date: March 8 2009**

This privacy policy describes the practices of SystemBind Consulting & I.T. Services Inc herein known as SystemBind, with online, on location and via web. This privacy policy describes how SystemBind agents will collect and use your information. All information collected by SystemBind may be shared with all subsidiary companies, sister companies and alliances. When you provide SystemBind with your personal information you consent to the information practices described herein. SystemBind DOES NOT RENT OR SELL information to third parties.

A list of topics relating to the privacy of your data is listed below:

#### **What type of Information do we record?**

SystemBind may collect personal information such as your name, address, phone number, email address and in some cases credit card information, and billing information.

#### **When do we ask for personal information?**

You may be asked to provide this information at time of request for services, information or account creation. This information will be used to provide complete service and satisfaction, offer promotions and services, send marketing and content information, or perform other business activities.

#### **When can we release information to non-SystemBind Organizations?**

SystemBind may be required to release information if requested to do so by court order, subpoena, and government investigation or otherwise required by Law. We also reserve the right to inform law enforcement officers if we feel in good faith that is unlawful.

#### **Recording of information from website?**

Our website may record anonymous web information to be used for marketing purposes. This may be collect by SystemBind or third parties request to do so by SystemBind in helping to perform marketing and other activities.

#### **Where is information stored?**

Personal information will be stored in one of our datacenters.

#### **How long will we keep your data?**

Your data may be kept in our files for as long as necessary to fulfill the purpose for which that personal information was collected and is permitted or required by law.

**Can you review your personal information that we have collected?**

If you make a written request to review any Personal Information about you that we have collected, utilized or disclosed, we will provide you with any such Personal Information to the extent required by law.

We may request that you provide sufficient identification to permit access to the existence, use or disclosure of your Personal Information.

Information should be released back to you within thirty (30) days upon notification.

**How do you contact us when requesting further information?**

You may email us at any time at the following information [info@systembind.com](mailto:info@systembind.com). We strive to respond to requests within five (5) business days.