

SECURITY AND PRIVACY POLICY

1. **SECURITY STATEMENT** – e-MarketCommunication, e-MarketOpportunity, e-SalesSupport, and FleetLeads (Collectively “e-Suite”) are Havill & Company, Inc. (“Havill”) services. In the course of your use of *e-Suite* services, you may entrust Havill with confidential personal and/or business information. Havill recognizes the importance of such information to our customers. Controls have been put into place to ensure that your confidential information will only be accessible by individuals whom you have explicitly authorized to have such access. Your data will be completely inaccessible to competitors.

Safeguards have been implemented in the form of security technology, management practices, and physical security to protect our customers from the loss, misuse, or unauthorized alteration of their information.

Havill implements an advanced security method based on dynamic data and encoded session identifications, and hosts the site in a secure server environment that uses a firewall and other advanced technology to prevent interference or access from outside intruders. Havill also provides unique user names and passwords that must be entered each time a user logs on. These safeguards help prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of data.

2. **INFORMATION COLLECTED** – We require customers who register to use *e-Suite* services to give us contact information, such as their name, company name, address, phone number, and email address, and financial qualification and billing information, such as billing name and address, credit card number, and the number of users within the organization that will be using *e-Suite* services. At the time you express interest in attaining additional information, or when you register for this service, we may also ask for additional personal information, such as title, department name, fax number, or additional company information, such as number of employees or industry.
3. **USE OF INFORMATION** – Havill uses the information that we collect to set up services for individuals and their organizations. We may also use the information to contact users to further discuss user interest in our company, the services that we provide, and to send information regarding our company. We may also email information regarding updates to *e-Suite* or Havill services.

Except as we explicitly state at the time we request information, we do not disclose to any third party the information provided. All financial and billing information that we collect is used solely to check the qualifications of prospective customers and to bill for services.

Customers of *e-Suite* services will be using the site to host data and information (“data”). Havill will not share, distribute, or reference any such data. Individual records may, at times, be viewed or accessed only for the purposes of resolving a problem, support issue, or as may be required by law. Of course, customers are responsible for maintaining the confidentiality and security of their users’ registrations and passwords.

4. **THIRD PARTY SITES** – *e-Suite* services contains links to other websites. Havill is not responsible for the privacy practices or the content of these other websites. Customers and visitors will need to check the privacy statement of these other websites to understand their policies. Customers and visitors who access a linked site may be disclosing their private information. It is the responsibility of the user to keep such information private and confidential.
5. **CORRECTING & UPDATING YOUR INFORMATION** – If customers need to update or change registration information, they may do so by logging into their *e-Suite* site and then going to “Edit my information” or “Account Manager” located on the Tools page. To update billing information, please call your account manager at (419) 841-2244. To discontinue the service and to have data returned, contact your *e-Suite* account manager.

6. **CHANGES TO THIS SECURITY STATEMENT** – If we later change our Security and Privacy Statement, we will post those changes on our homepage so our users are always aware of the information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use personal information in a manner different from that stated at the time it was collected, we will notify users by email.

7. **BACKUPS** – Havill employs security in a professionally managed environment. Havill holds our customers' data behind a secure firewall system, conducts daily data backups, and stores the weekly backups to tape at an off-site facility. Secure connections keep customer data and passwords confidential. Havill regularly upgrades equipment to provide our clients with the highest levels of availability, performance, and recovery.

Regardless of data backups performed by Havill, you acknowledge and agree that you assume the full responsibility for maintaining and backing up your data.

8. **USER NAME AND PASSWORD** – Havill provides each user within an organization with a unique user name and password that must be entered each time a user logs in. Users can enhance the effectiveness of these safeguards by creating passwords that cannot be easily accessed, guessed, or reproduced by unauthorized persons. Of course, customers are responsible for maintaining the confidentiality and security of their user name and password.

9. **ADDITIONAL INFORMATION** – Questions regarding this security statement should be directed by email to info@havillconsultants.com, or by calling (419) 841-2244.