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### **Collection of your Personal Information**

C.P. Moore Business Systems Solutions collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. C.P. Moore Business Systems Solutions also collects anonymous demographic information, which is not unique to you, such as your Post code, age, gender, preferences, interests and favourites.

There is also information about your computer hardware and software that is automatically collected by C.P. Moore Business Systems Solutions. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by C.P. Moore Business Systems Solutions for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the C.P. Moore Business Systems Solutions Web site.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through C.P. Moore Business Systems Solutions public message boards, this information may be collected and used by others. Note: C.P. Moore Business Systems Solutions does not read any of your private online communications.

C.P. Moore Business Systems Solutions encourages you to review the privacy statements of Web sites you choose to link to from C.P. Moore Business Systems Solutions so that you can understand how those Web sites collect, use and share your information. C.P. Moore Business Systems Solutions is not responsible for the privacy statements or other content on Web sites outside of the C.P. Moore Business Systems Solutions and C.P. Moore Business Systems Solutions family of Web sites.

### **Use of your Personal Information**

C.P. Moore Business Systems Solutions collects and uses your personal information to operate the C.P. Moore Business Systems Solutions Web site and deliver the services you have requested. C.P. Moore Business Systems Solutions also uses your personally identifiable information to inform you of other products or services available from C.P. Moore Business Systems Solutions and its affiliates. C.P. Moore Business Systems Solutions may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

C.P. Moore Business Systems Solutions does not sell, rent or lease its customer lists to third parties. C.P. Moore Business Systems Solutions may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, C.P. Moore Business Systems Solutions may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to C.P. Moore Business Systems Solutions, and they are required to maintain the confidentiality of your information.

C.P. Moore Business Systems Solutions does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

C.P. Moore Business Systems Solutions keeps track of the Web sites and pages our customers visit within C.P. Moore Business Systems Solutions, in order to determine what C.P. Moore Business Systems Solutions services are the most popular. This data is used to deliver customized content and advertising within C.P. Moore Business Systems Solutions to customers whose behaviour indicates that they are interested in a particular subject area.

C.P. Moore Business Systems Solutions Web sites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on C.P. Moore Business Systems Solutions or the site; (b) protect and defend the rights or property of C.P. Moore Business Systems Solutions; and, (c) act under exigent circumstances to protect the personal safety of users of C.P. Moore Business Systems Solutions, or the public.

### **Use of Cookies**

The C.P. Moore Business Systems Solutions Web site use "cookies" to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

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You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the C.P. Moore Business Systems Solutions services or Web sites you visit.

### **Security of your Personal Information**

C.P. Moore Business Systems Solutions secures your personal information from unauthorized access, use or disclosure. C.P. Moore Business Systems Solutions secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

### **Changes to this Statement**

C.P. Moore Business Systems Solutions will occasionally update this Statement of Privacy to reflect company and customer feedback. C.P. Moore Business Systems Solutions encourages you to periodically review this Statement to be informed of how C.P. Moore Business Systems Solutions is protecting your information.

### **Contact Information**

C.P. Moore Business Systems Solutions welcomes your comments regarding this Statement of Privacy. If you believe that C.P. Moore Business Systems Solutions has not adhered to this Statement, please contact C.P. Moore Business Systems Solutions at [support@cpmoore.com](mailto:support@cpmoore.com). We will use commercially reasonable efforts to promptly determine and remedy the problem.