

PRIVACY STATEMENT FOR

CAPS-CP

(herein referred to as the “Company”, “Enterprise”, “Entity”, “Practice”)

1. Below you will find information concerning visits to and the use of the company’s websites.
2. The Company, its subsidiaries and affiliates are sensitive to privacy issues on the Internet and recognizes the importance of safeguarding all information we receive from you.
3. This Privacy statement applies to data provided by you and collected by the Company through its websites as well as both online and offline services.
4. The company will use the provided information in the course of our dealings with you to process requests and/or orders and to provide a more personalized internet and online buying or ordering experience.
5. The Company will ensure that all personal information is treated in accordance with the applicable data privacy legislations.
6. For your information, we have provided this statement explaining our online information practices.

6.1 Collection of your personal information

- 6.1.1 In general, you are able to visit the Company’s websites without revealing who you are or any information about yourself.
- 6.1.2 However, our web service will collect information (standard information that your browser sends to every website visited) for statistical purposes, such as number of visits, the pages viewed, which website you came from before clicking into the interchange website, the key words used to find our site, your IP address, the browser type and language, access time, etc.
- 6.1.3 The Company uses this information for improving its sites and services.
- 6.1.4 When visiting certain of the Companies’ sites we ask you to consent to providing personal information, such as your email address, name, telephone number, etc.
- 6.1.5 This information is required in order for us to process and fulfill your request/order and otherwise provide you with the information and services you may request from us (e.g. rate changes of your order, cancellation of your order etc.).

- 6.1.6 This information will therefore be kept by us as long as is necessary for us to use your information as described above or to comply with our legal obligations (including fraud prevention, anti-money laundering and sanctions screening).
- 6.1.7 For security reasons we also keep the IP address used when the order is registered.
- 6.1.8 Personal information collected on the Companies sites and services may, in compliance with applicable laws and regulations, be stored and processed in any country in which the Company and its subsidiaries maintain facilities.

6.2 **Security of your personal information**

- 6.2.1 The Company has a number of security measures in place to protect your personal information.
- 6.2.2 However, when transmitting personal information over the internet, please bear in mind that no transaction over the internet can ever be guaranteed secure.
- 6.2.3 Therefore, please note that the Company cannot guarantee the security of any personal information that you transfer over the Internet to us.

6.3 **Cookies**

- 6.3.1 The Company's website may contain links to other sites.
- 6.3.2 Although we try to link to sites that share our high standards and respect for privacy, we are not in any way responsible for the content of the privacy practices employed by other sites.

7. **CHANGES TO THIS PRIVACY STATEMENT**

- 7.1 This privacy policy may be changed by us at any time.
- 7.2 The revised policy will be posted to this page so that you are always aware of the information we collect, how we use it, and under which circumstances we disclose it.
- 7.3 We encourage you to periodically review this statement to know how the Company is protecting your information.

8. **CONTACT**

- 8.1 Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to the company Information Officer.

9. POLICY VERSION HISTORY

Version	Date	Description	Approved By
1.0		Initial Policy Drafted	