

# Privacy Policy

May 2005

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SOHware recognizes the importance of protecting the privacy of personal information of regarding our customers and others who visit our web site. We value our users and your concerns about privacy. Personal information includes all of the personally identifying information provided by you online and collected by us.

Below, we have described the circumstances under which SOHware may receive personal information online and our policies to protect your privacy. If you have any remaining questions, please e-mail to [legal@sohware.com](mailto:legal@sohware.com).

## **What personal information is collected?**

SOHware collects information throughout our web site, including anonymous site statistics, domain names, and/or IP addresses.

On certain pages, SOHware gives users the option of providing names, addresses, phone numbers, fax numbers, email addresses, and other personal information. This information is gathered only with your knowledge and active permission and participation.

## **When is personal information collected?**

- Form of Membership Registration: When you complete and submit a form for Membership Registration, you will be asked personal information in order to process your request.
- E-mail: When you send us an e-mail, we will retain the content of the e-mail, your e-mail address, and our response in order to handle any follow-up questions you may have.

## **How does SOHware use the personal information?**

SOHware has the highest regard for the privacy of its customers and other visitors to our web site. As a result, we safeguard the privacy of users and our online services with the same degree of care we protect our own information.

We collect only the following information about our users: name, e-mail address, ZIP Code, state, and country. We use the name and e-mail address to manage registrations. We do not sell or distribute that information to any third party. We do not reveal your e-mail address or other personal information, except to complete transactions with our third party suppliers.

SOHware will use personal information, as appropriate in the normal course of our business, to provide you with the information, products, or services requested.

We will also use personal information to identify you, communicate with you, help us respond to your questions, and understand which SOHware products and services best meet your needs.

Every SOHware employee must abide by the SOHware privacy policy. Only authorized SOHware employees are permitted to have access to your personal information and such access is limited by needs.

### **How does SOHware use your e-mail address?**

If you provide us with your e-mail address when you register as a member or make a purchase from us, we will occasionally send you e-mail with recommendations or notices of new products, prices, promotions, and services. This e-mail may include paid advertisements from third parties. At the time that you register or make your purchase, you will be given an opportunity to opt out of this service. If you do not initially choose to opt out, you may still block future e-mail of this type, simply by following the instructions at the bottom of the update messages. Separately, we send e-mail to keep you informed about the status of your orders. These messages cannot be blocked.

### **Can I check my personal information for accuracy?**

If you believe your personal information retained at SOHware is incorrect, please send an e-mail to webmaster (mail to: [webmaster@sohware.com](mailto:webmaster@sohware.com)) We will investigate the problem and, if appropriate, update our records.

### **Links**

SOHware.com contains link to other Web sites. Please note that when you click on one of these links, you are "clicking" to another Web site. We encourage you to read the privacy statements of these linked sites, as their privacy policies may differ from ours.