

## Privacy Statement

1. Administrative Network Technologies Inc. respects your privacy and is committed to protect the personal information that you share with us. Generally, you can browse through our website without giving us any information about yourself. When we do need your personal information to provide services that you request or when you choose to provide us with your personal information, this policy describes how we collect and use your personal information.
2. When personal information is collected, we will inform you at the point of collection the purpose for the collection. Administrative Network Technologies Inc. will not transfer your personal information to third parties without your consent, except under the limited conditions described under the discussion entitled "Information Sharing and Disclosure" below.
3. If you choose to provide us with your personal information, we may only transfer that information, within Administrative Network Technologies Inc.
4. We will always give you the opportunity to "opt out" of receiving direct marketing information. This means we assume you have given us your consent to collect and use your information in accordance with this Policy unless you take affirmative action to indicate that you do not consent (submit in writing). In some cases, when applicable, we will provide you with the opportunity to "opt in." This means we will require your affirmative action to indicate your consent before we use your information for purposes other than the purpose for which it was submitted.
5. Administrative Network Technologies Inc. uses information for several general purposes: to fulfill your requests for certain products and services, to personalize your experience on our website, to keep you up to date on the latest product announcements, software updates, special offers or other information we think you'd like to hear about either from us or from our business partners, and to better understand your needs and provide you with better services. We may also use your information to send you, or to have our business partners send you, direct marketing information or contact you for market research.
6. Administrative Network Technologies Inc. may send your personal information to other companies or people under any of the following circumstances: when we have your consent to share the information; we need to share your information to provide the product or service you have requested; we need to send the information to companies who work on behalf of Administrative Network Technologies Inc. to provide a product or service to you (we will only provide those companies the information they need to deliver the service, and they are prohibited from using that information for any other purpose); or we want to keep you up to date on the latest product announcements, software updates, special offers or other information we think you'd like to hear about either from us or from our business partners (unless you have opted out of these types of communications). We will also disclose your personal information if required to do so by law, to enforce our Terms of Use, or in urgent circumstances, to protect personal safety, the public or our websites.
7. Our websites do not target and are not intended to attract children under the age of 13. Administrative Network Technologies Inc. does not knowingly solicit personal information from children under the age of 13 or send them requests for personal information.
8. Administrative Network Technologies Inc.'s website contains links to other sites. Administrative Network Technologies Inc. does not share your personal information with those websites and is not responsible for their privacy practices. We encourage you to learn about the privacy policies of those companies.
9. Our website may contain links to websites operated by other companies. Some of these third-party sites may be co-branded with an Administrative Network Technologies Inc. logo, even though they are not operated or maintained by Administrative Network Technologies Inc. Although we choose our business partners carefully, Administrative Network Technologies Inc. is not responsible for the privacy practices of web sites operated by third parties that are linked to our site. Once you have left our website, you should check the applicable privacy policy of the third party website to determine how they will handle any information they collect from you.

10. Administrative Network Technologies Inc. will amend this policy from time to time. If we make any substantial changes in the way we use your personal information we will make that information available by posting a notice on this site.
11. If you have questions or concerns about our collection, use, or disclosure of your personal information, please email us at [antmailbox@adminnettech.com](mailto:antmailbox@adminnettech.com).
12. This document was last updated March 8, 2004