

## Last Updated: Aug 2010

Taknology (Canada) Inc. is very sensitive to privacy issues on the Internet. We believe it is important that you understand how we treat the information you may provide to us. Unless specifically stated otherwise, the information you provide is never shared with anyone other than Taknology (Canada) Inc. employees, instructors or authorized contractors.

This privacy statement applies to information collected by web addresses in the taknology.com, resellerinterface.com, and other domains owned and operated by Taknology (Canada) Inc.

### How We Gather Information

To save you time and make our web services even easier to use, you may create a Taknology (Canada) Inc. account using your company information. You may do this by visiting <http://www.taknology.com>. The Taknology (Canada) Inc. website saves your information and references it to your username and password. The next time you visit the Taknology (Canada) Inc. website, you can simply enter your username and password. If you purchase a product or service from us, we request certain personally identifiable information from you on our order form. You must provide contact information (such as name, email, and shipping address) and financial information (such as payment information). We use this information for billing purposes and to fill your orders. If we have trouble processing an order, we will use this information to contact you. We may also use the mailing address to send you brochures and other items of interest.

At certain times, Taknology (Canada) Inc. may share limited marketing statistics collected from this website with its vendors and partners. None of this shared information will be personally identifiable, and will not include your personal or business details such as name, company or phone number. The partner may use this information for purposes related to Taknology, but may not share it with others or use the data for marketing purposes.

Taknology (Canada) Inc. may occasionally provide you the opportunity to participate in contests or surveys on our site. If you participate, we may request certain personally identifiable information from you. Participation in these surveys or contests is completely voluntary and you therefore have a choice whether or not to disclose this information. The requested information typically includes contact and demographic information such as name and address. We may share aggregated demographic information about our user base with our partners and advertisers. This information does not identify individual users.

As is true of most Web sites, we gather certain information automatically and store it in log files. This information may include IP addresses, browser type, referring/exit pages, operating system, date/time stamp, and clickstream data.

We use this information to analyze trends, to administer the site, to track how visitors interact

with the site.

### **Cookies**

A cookie is a small text file that is stored on a users computer for record-keeping purposes. We do use cookies on our site. Taknology (Canada) Inc. may use both session ID cookies and persistent cookies. We use session cookies to make it easier for you to navigate our site. A session cookie expires when you close your browser. A persistent cookie remains on your hard drive for an extended period of time. You can remove persistent cookies by following directions provided in your Internet browsers help file.

When you log into your Taknology (Canada) Inc. web account you may select the "Remember me" check box to set a persistent cookie to store your password, so you don't have to enter it more than once. You can remove the web login cookie by clicking the "Logout" link.

If you reject cookies, you may still use our site, but your ability to use some areas of our site, such as contests or surveys, will be limited and you may need to reenter personal information when you register for events.

### **How We Protect Your Personal Information**

Taknology (Canada) Inc. safeguards the security of the data you send us with physical, electronic, and managerial procedures. Likewise, we urge you to take every precaution to protect your personal data when you are on the Internet. These precautions include changing your password often, using a combination of letters, numbers and symbols, and using a secure browser.

The Taknology (Canada) Inc. website uses SSL v3 and TLS v1 encryption on all web pages where personal information is submitted. This protects the confidentiality of your personal and credit card information as it is transmitted over the Internet.

Taknology (Canada) Inc. does not store credit card numbers on our servers. Credit card numbers are submitted to a credit card authorization service. This service provides Taknology (Canada) Inc. with credit card validation information only. We do not have access to your personal financial data.

Taknology (Canada) Inc. may employ independent contractors to help manage data services, and such contractors may have access to data, similar to the access we give our employees. Also, Taknology (Canada) Inc. may store sales account data, including personally identifiable information, with a third party application service provider.

### **Access To Your Personal Information**

You always have access to the information we have about you. To review and update your personal contact information, simply click <http://www.taknology.com> and log in with your username and password, then click Update Your Account. We encourage you to review your preferences regularly to keep the information current. You may also write [webmaster@taknology.com](mailto:webmaster@taknology.com) to have the information changed or removed.

### **Newsletters And Promotional Email**

If you no longer wish to receive our newsletters and promotional communications from Taknology (Canada) Inc., you may opt-out of receiving them by following the instructions included in each newsletter or communication or by accessing your preferences by logging into <http://www.taknology.com> as described in the previous paragraph.

### **Links To Other Sites**

The Taknology (Canada) Inc. web site contains links to other sites that are not owned or controlled by Taknology (Canada) Inc.. Please be aware that Taknology (Canada) Inc. is not responsible for the privacy practices of such other sites. We encourage you to be aware when you leave our site and to read the privacy statements of each and every web site that collects personally identifiable information.

### **Information Obtained From Third Parties**

Taknology (Canada) Inc. does not sell or trade your personal information. We may at times receive contact lists from other organizations. We may send mailings such as brochures to these addresses. Typically, these are one-time mailings, and the data is not entered into our database. If you want to remove yourself from the third party's database, you must contact them directly.

### **Changes To This Privacy Statement**

We reserve the right to modify this privacy statement at any time, so please review it

frequently. If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

### **Contact Us**

If you have any questions or suggestions regarding our privacy policy, please [contact us](#) .