

## PRIVACY POLICY

Your privacy is very important to us. We want you to feel comfortable using Opus Interactive's services. Because we gather certain types of information about the users of Opus Interactive's services, we feel you should fully understand what information we gather and how we use that information. Opus Interactive, its partners, contractors and employees are required to familiarize themselves with this privacy policy as a condition of their working with us, and any one violating this policy is subject to disciplinary action.

### **What Information Does Opus Interactive Gather?**

When you register for an Opus Interactive account, Opus Interactive obtains contact information, such as your name, address, and phone number, as well as payment information. When you use Opus Interactive's service, our systems record information about your session, such as the dates and times of use, and the specific Internet address assigned to you. Opus Interactive also tracks requests you make for information on Opus Interactive's products and services, and responses you provide to Opus Interactive's surveys. Finally, Opus Interactive keeps records of your payment history and communications you have with Opus Interactive's Customer Care team. Except in extraordinary circumstances (when we receive a court order, to protect the company's rights or property, or in emergencies where someone's safety is at risk), Opus Interactive does not divulge this information.

### **What Does Opus Interactive Do with This Information?**

Opus Interactive uses the information it gathers in order to provide you with the best online experience possible. As you might expect, contact information is used to contact you concerning your account and our company. Payment information is used to validate your identity and to bill you for the services and products you order. Information on your online sessions is used to allocate system resources and to ensure compliance with Opus Interactive's Service Level Agreements (SLAs). Information on your communications with Opus Interactive's Customer Care team is used to address the issues raised by your communications. In addition, Opus Interactive may send out mailings regarding the operation of its services and other services that it believes may be of interest to you. You may request that Opus

Interactive not send you mailings relating to other services. Opus Interactive reserves the right, however, to send bulletins and other important information regarding the service at its discretion.

### **Does Opus Interactive Share Subscriber Information with Third Parties?**

Opus Interactive will not share or disclose information regarding its subscribers except (i) when we receive legal process such as a court order; (ii) when reasonably necessary to protect the company's rights or property; or (iii) in emergencies where someone's safety is at risk.

Please review the privacy policies of third party sites you frequent to ensure that your privacy preferences are respected.

### **How Can I Correct or Update the Information?**

To request a copy of the contact information Opus Interactive has on your account, please contact us. You may correct that information as appropriate by returning a message to the same address. Please keep in mind that subscribers are required to provide Opus Interactive with current contact and billing information. Opus Interactive may require a copy of a government issued form of identification before disclosing billing information or before making changes to the billing or contact information on an account.

### **What Happens to the Information if I Leave Opus Interactive?**

If you ever leave Opus Interactive, Opus Interactive will normally delete your personally identifiable account information twelve months after the account is cancelled, unless we are under a legal obligation to retain it. We preserve account information for this short period of time in the event you wish to reactivate your account. However, in the event of any accounting irregularities, Opus Interactive reserves the right to retain your contact and billing information as necessary to resolve the matter.

### **Changes to This Policy and Questions About Privacy**

Opus Interactive reserves the right to make changes to this policy. Those changes will become effective 30 days after notice of them is posted here. If you have any questions about this privacy policy, please contact us.