

END-USER PRIVACY POLICY FOR DOCFUSION 365, WHEN USED IN CONJUNCTION WITH DOCFUSION365.COM AND ASSIMILATED INFORMATION SYSTEMS WEBSITE(S).

IMPORTANT — PLEASE READ CAREFULLY: This Privacy Policy is Assimilated Information Systems (Pty) Ltd's (South African company registration number 2006/001245/07) (hereinafter referred to as "AIS") statement to you (either an individual or entity) (hereinafter referred to as "You" or the "User") regarding Your access to and/or use of AIS's products and/or services via the docfusion365.com and AIS website(s) (hereinafter referred to as the "Website").

YOUR RIGHT TO PRIVACY AND SECURITY: AIS values Your right to privacy and security. Through Your access to and/or use of AIS's products and/or services via the Website, Your personal information is treated as private and confidential. AIS are and remain committed to providing You with secure access to the AIS products/services and want You to use the AIS products/services with complete confidence and make Your experience as rewarding as possible.

AIS collects information in different ways from users who access the Website and make use of the AIS products/services. AIS uses this information primarily to provide a better and more customised service to You in a closed business community. AIS will only, with Your knowledge and consent, disclose personal information to third parties in line with the AIS products/services provided.

INFORMATION COLLECTED: AIS do not collect personal information unless You decide to disclose it to AIS. There are 3 ways in which You provide AIS with Your personal information: (i) e-mail, (ii) downloading a product, and/or (iii) subscribing to a service offered. When registering with AIS, the personal information that may be requested from You includes Your name, address, telephone number, e-mail address, payment details, type of personal computer used, and details of Your software. AIS may also ask You to choose a password and a user name. This personal information is used to enable AIS to meet its obligations to You, follow Your instructions, and ensure the AIS products/services meet Your requirements.

COOKIES: A cookie is a small piece of data or a text file which is given to Your browser by a server when You visit the Website. It is stored on Your computer, and is sent back to our webserver each time You visit the Website, and thereby enables tracking of Your use of the Website. Through cookie technology we can only track certain information about You (such as IP address, browser type, and the URLs that You came from and go to next) based on Your activity on the Website. We use this information to help diagnose problems with our server, improve our marketing efforts, analyse website usage, improve content offering, and customise the AIS products/services. If Your browser is set to reject cookies, some parts of the Website and the AIS products/services may not function properly, or at all. We therefore encourage You not to disable cookie technology when interacting with AIS.

DISCLOSURE OF PERSONAL INFORMATION: We may use Your personal information to contact You for support, renewal, upgrades and subscription to new products/services. Please be assured that if You are contacted by any of the AIS

staff, they have agreed to keep Your personal information private and confidential. This is in accordance with strict confidentiality agreements signed with the AIS staff. AIS will not disclose Your personal information to a person who is not a member of the AIS staff without Your permission unless (i) we are compelled by law or in terms of a court order to do so, or (ii) it is in the public interest to do so, or (iii) it is necessary to protect our rights. Personal information used to compile profiles for statistical purposes is only shared where such data cannot be linked back to Your personal information.

LINKED WEB SITES: The Website has hyperlinks to other third party website(s). The privacy practices, privacy policies and other issues regarding these websites are outside our control and You must make Your own informed decision on whether or not to make use of the services offered therein.

LAWFUL PURPOSES: Preventing exposing others to material which is offensive, harmful to minors, indecent or otherwise objectionable is especially important to AIS. It is our policy to ensure that we comply with all applicable laws in this regard.

SECURITY: Personal information collected by AIS is stored in a secure environment and is not available without Your consent to any person who is not a member of the AIS staff. We use encryption technology that complies with international standards to protect storage and transmission of Your personal information. Our web servers have firewall protection and intrusion detection systems. Access to information on these web servers is restricted to authorised AIS staff only.

DATA RETENTION: AIS will not retain Your personal information longer than is necessary for the purpose for which it was collected. The periods of retention are based on Your requirements.

REMOVAL FROM MAILING LIST: When You subscribe to AIS, You consent to a specific notice period in respect of termination of the service. Upon termination, Your name will be removed from our regular contact lists, but You may on occasion receive marketing material or be contacted by a member of the AIS staff. You are free to instruct AIS not to contact You further.

REVISIONS TO THIS POLICY: AIS reserves the right to change or amend this privacy policy at any time without prior notice. Changes will be posted on the Website from time to time.