

InfoConnect

PRIVACY POLICY STATEMENT

1. Introduction

This privacy statement sets out the privacy policy of InfoConnect Sdn. Bhd., a private limited corporation which holds the sole rights to Docuflo which provides a variety of information and content management (hereafter ICM) solution offerings.

The purpose of the privacy policy statement informs what information of clients we retain, how it may be used or disclosed and your rights in relation to it. Please be ensured that all information obtained from clients is utilized in a form beneficial only towards the clients themselves in terms of efficiency and effectiveness of InfoConnect services.

The information that may be collected by InfoConnect includes a client's:

- Name and contact details such as postal address, telephone & fax numbers and email addresses
- Related Information that might occur due to Government policy changes

InfoConnect is the sole user of the information collected from our clients; ensuring that there will not be any usage, share, sale or rent of a client's information in any way subject to the exceptions outlines in this statement.

2. Cookies

A cookie is a piece of hardware stored on a visitor's hard drive containing generic information about the user, but not any personally identifiable information.

InfoConnect reserves the right to utilize such information, such as the IP address of visitors to our site, to analyze trends and best administer usability of www.infoconnect.com.my and www.docuflo.com.my . InfoConnect is the sole user of the information collected from our clients; ensuring that there will not be any usage, share, sale or rent of a client's information in any way subject to the exceptions outlines in this statement.

Please visit <http://www.allaboutcookies.org/manage-cookies/> to discover how to disable and delete cookies.

3. Collection

InfoConnect collects information from clients in order to provide quality customer service, and to perform related administrative and billing support. In addition to the sources of information referred to above, InfoConnect also collects information relating to the use of our various services, in order to further enhance the performance and development of our ICM products.

InfoConnect does not collect sensitive information from clients such as race, religion, beliefs or sexual preferences, and any attempt by InfoConnect or its agents to collect such information should be reported to InfoConnect immediately.

4. Message Content & 3rd Party Information

InfoConnect also stores the content of the messages sent by all clients. This information is treated as strictly confidential and is not accessible by clients, or by InfoConnect staff members without the prior consent of the administrator of the InfoConnect account

Furthermore, any information owned by clients that is stored within InfoConnect infrastructure, including client' databases, is also treated as strictly confidential and is not accessible by clients, or by InfoConnect staff members without the prior consent of the administrator of the InfoConnect account.

6. Disclosure

InfoConnect treats information collected from clients as strictly confidential. However, information may be disclosed in the following circumstances where:

- Consent to disclosure is given by the Client;
- InfoConnect is permitted or required by law to disclose, or it is in the interests of public safety to do so;
- Requested by a law enforcement agency, government agency, court or external adviser and InfoConnect is permitted or required by law to do so;

In addition, InfoConnect from time to time may use information collected to inform clients about promotions, new services and features offered by InfoConnect. However, InfoConnect will not provide such information to external parties, and will only use the information to contact clients directly, or through one of our software partners who integrate InfoConnect technology into their own products.

If you do not wish to receive any information relating to promotions, new services and features offered by InfoConnect, please contact InfoConnect support.

7. Security of Client Information

InfoConnect takes all reasonable steps to protect client information from misuse and loss and from unauthorized access, modification and disclosure. However, InfoConnect clients should note that the inherent nature of the Internet is such that the security of information cannot be guaranteed 100%.

8. Correction of Client Information

InfoConnect will take all reasonable steps to ensure that the personal information collected, used or disclosed is accurate, complete and up to date.

Clients have the right to access information held by InfoConnect that directly concerns the client. If this information is not accurate, complete and up-to-date, clients are permitted to request for an update. To make such a request, please contact our support team from InfoConnect.

9. Consent and Changes to Privacy Statement

By providing InfoConnect with information and using the services provided, clients consent to the collection, use and disclosure of information in the manner described in this privacy statement or its subsequent amendments.