

## PRIVACY POLICY

This privacy policy applies to information collected on this Garfield & Merel, Ltd. website ([www.garfield-merel.com](http://www.garfield-merel.com)). This policy does not apply to information we may collect in other forums, including through emails or offline.

Certain features on our site may request personally identifiable data from you (“Personal Information”), which may include your name, e-mail address, company name, or other personal information such as your address, fax or telephone number. In addition, our web server automatically stores your IP address and your domain (where possible) when you log onto our site; the e-mail addresses of those who communicate with us via e-mail; and aggregate information about what pages on our site you visit or access.

We use the information you submit as described on our site, to respond to your request, or to otherwise help us in processing your request. We use the information you submit for business purposes, including, from time to time, using your email address to send you information about legal developments or client briefings or events in which we believe you may be interested, or to let you know when new briefings in your interest area(s) have been posted to the site. Personal Information is used by us to assist in serving you more effectively, to improve the content of our Web site, and to maintain e-mailing lists.

Garfield & Merel, Ltd. is not in the business of sharing your Personal Information with third parties. In certain circumstances, however, we may share your information with third parties, including if we believe we are legally obligated to disclose information to the government or third parties, where we are working with a vendor or business associate who is performing functions on our behalf, or if we are jointly providing services with a business partner. In the unlikely event that Garfield & Merel, Ltd. needs to investigate or resolve possible problems or inquiries, we may disclose any information about you to government officials as permitted by applicable law.

Garfield & Merel, Ltd. uses standard security measures to protect information submitted on this site. We cannot guarantee, however, that our standard measures will not prevent a third party from circumventing our security measures and unlawfully intercept or access transmissions or private communications, or where an error may occur in the administration of the Garfield & Merel, Ltd. site.

At any time you may request to correct your Personal Information or request that Garfield & Merel, Ltd. delete your Personal Information and no longer contact you either by e-mail, telephone, regular mail, or by any other means. To make any request described above, send an email to Garfield & Merel, Ltd. When contacting us, please be sure to provide us with your exact e-mail address, name, address and/or telephone number(s) in order to be sure we handle your request correctly.

While the Garfield & Merel, Ltd. site occasionally will provide a hyperlink to a third party's site, Garfield & Merel, Ltd. is not responsible for the privacy practices of these sites, and encourages you to read the site's privacy policy before submitting any personally identifiable information.

By using this site, you are agreeing to the terms set forth in Garfield & Merel, Ltd. Privacy Policy. Garfield & Merel, Ltd. reserves the right, at its discretion, to change, modify, add, or remove portions of this policy at any time. If Garfield & Merel, Ltd. changes its privacy policy it will post the updated version of that policy here. Please check this page periodically for changes. Your continued use of this site following the posting of changes to this policy will mean that you accept those changes.