


## ETHICS AND PRIVACY POLICY

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Earning your trust is one of our most important objectives.

*At Vega & Associates, Ltd., we are absolutely committed to the highest ethical standards in our Industry. We recognize that you insist on a partner you can trust. We know we have to earn that trust every day.*

*Thank you for visiting our websites. By using our websites you signify your acceptance our Ethics and Privacy Policy. Should you have any questions or concerns about this policy, please contact us at [www.vnald.com](http://www.vnald.com), or call us at 817.379.9952.*

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### OUR COMMITMENT

We are absolutely committed to the highest levels of ethics and to the protection of our clients, website visitors, and employees' privacy. We view our ethics and the protection of privacy as one of our highest priorities. We are a member of the Independent Computer Consultants Association (ICCA), a national not for profit organization of independent computer consulting firms sharing the highest ethical and professional standards. We abide by the Code of Ethics and adhere to the Standards of Practice of the ICCA. To view these documents, visit the ICCA at [www.icca.org](http://www.icca.org).

### AUTOMATIC COLLECTION OF INFORMATION

If you do nothing during your visit but browse through our websites, read pages, or download information, we will gather and store certain information about your visit automatically. This information *does not identify you personally*. We use this information to help make our site more useful to visitors, to learn about the number of visitors to our site and to determine the types of technology our visitors use. We do assign session "cookies" to your computer to allow us to recognize your computer and make your experience more convenient.

### USE OF INFORMATION

If you choose to provide us with your personal or your company information, we may use that information to provide or offer you products or services, for billing purposes, to send you information, and for other purposes related to the reason you provided the information to us. We never release your personal information to other organizations, and we never sell "lists" or any type of personal or business information for marketing or other purposes.

### USERNAME AND PASSWORD

If you register for a VegaNet username and password, we will transmit that information to the companies that administer our websites to allow you to access those sites.

## LINKS

As a convenience to our users, our websites contain links to sites or services created and maintained by other organizations. We do not control, nor are we responsible for, the accuracy, timeliness, security or even the continued availability or existence of this outside information. Opinions expressed on other sites are not necessarily those of Vega and Associates, Ltd., nor do we endorse, warrant, or guarantee products or services described or offered on other sites. Neither are we responsible for the contents of any websites that choose to link to our web sites.

Other companies linked to our websites may collect information about you when you view or click on these sites. We cannot control this collection of information. You should contact these companies directly if you have any questions about their use of the information they collect.

## NOTIFICATION OF CHANGES

If we are going to use your personally identifiable information in a manner different from that stated at the time of collection, we will notify you via email. You will have a choice as to whether or not we use your information in this different manner. In addition, if we make any material changes in our privacy practices that do not affect user information already stored in our database, we will post a prominent notice on our web site notifying users of the change. In some cases where we post the notice we will also email users, who have opted to receive communications from us, notifying them of the changes in our privacy practices.

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*This WhitePaper was prepared by Vega & Associates, Ltd., a technology consulting firm that is expert in the design and deployment of strategic, value-driven technology solutions. Visit us at [www.vnaltd.com](http://www.vnaltd.com), or call us at 817.379.9952.*