

# Privacy and Security Policy

This notice describes the privacy and security policy of **Administrative Software Applications, Inc.** and all its subsidiaries ("ASA"). It also explains the types of data about visitors that we collect and disclose, with whom that data may be shared, and how we protect that data.

Our postal address is **1310 Hollenbeck Ave. Suite C, Sunnyvale, CA 94087**. We can be reached via e-mail at [info@asacentral.com](mailto:info@asacentral.com) or by telephone at 408-732-8200.

## Visitors to ASA's website

ASA does not collect any information about visitors to its website except for the domain name the visitor arrived from. If a visitor enters an e-mail address or other demographic information to request further information, ASA will store that information for communication purposes. Upon request ASA will provide website visitors with access to a description of information that ASA maintains about them. Visitors can access this information by e-mail to ASA at the above address or by writing to ASA at the above address. If a visitor does not want to receive e-mail from ASA in the future, please let ASA know by sending ASA an e-mail at the above address.

## Visitors who enter payment information on ASA's websites

ASA does not retain credit card information on payment transactions processed on any of ASA's websites. ASA retains basic demographic information such as name, e-mail and any other information necessary to process the credit card and conduct the transaction. Upon request ASA will provide visitors who process payments with access to a description of information that ASA maintains about them. Visitors can access this information by e-mail to ASA at the above address or by writing to ASA at the above address.

## Security of Data Collected

ASA has strict standards of security to safeguard data. When ASA transfers and receives certain types of sensitive information such as financial or health information, ASA redirects visitors to a secure server on the website. ASA has appropriate security measures in place in its physical facilities to protect against the loss, misuse or alteration of information that have been collected at its website. Only authorized employees or representatives may view data and must follow established standards, procedures and laws.

**Sharing data outside its organization**

ASA does not share data about visitors to its website with other firms, except as required by law or as permitted or requested by the provider of the information. ASA may share data on its software clients with firms that perform marketing services on ASA's behalf. ASA does not partner with or have special relationships with any ad server companies.

From time to time, ASA may use information provided by visitors for new, unanticipated uses not previously disclosed in this privacy policy. If ASA's information practices change at some time in the future, ASA will post the policy changes to its website to notify visitors of these changes. ASA will only use data for such new purposes that has been collected from the time of the policy change forward. If a visitor to ASA's websites is concerned about how information may be used, the visitor should check back at ASA's website periodically for updates to this privacy and security policy.