

## Team Portal – Privacy Statement

For Team Portal, NetConnect AS' project tool, the following Privacy Policy applies in order to provide you with a healthy and secure access environment.

### 1. Personal information and information sharing

We automatically recognize your IP address, domain and Web browser. This information is solely used for diagnose possible problems with our server farm and Internet connection, as well as, on occasion, for internally performance analyzes. We do not sell or market this information to any third party.

During the registration/sign-up process, you provide us with personally identifiable information such as name, email address, etc. This information is used primarily to identify you in our service, which is necessary for the login process. The individual user account is based on e-mail addresses. We do not share this information with anyone, unless disclosure is required by law or court order, nor do we sell or market this information to any third party

In the purchase and registration process, you provide us with personally identifiable information such as name, email address, postal address and phone number, etc. This information is used primarily for billing purposes, and for the contract owner to contact you in the case that a problem should occur with your account.

Team Portal clearly indicates if information is optional or mandatory.

### 2. Cookies

Team Portal uses sessions or persistent Cookies during login for authentication purposes, depending on your choice.

In case you choose to login by using cookies, your saved email address and language preference will be saved so that you don't have to re-enter it each time you visit our service. Cookies will also, depending on your login choice, be used for the duration you are logged in to store session information.

### 3. Security

We recognize the importance our customers place on security. We exercise great care to see to that any information you enter or upload to your account is handled in a secure manner. Therefore, all communication between your computer and our servers is encrypted using SSL encryption technology. Furthermore, any document you upload to your account is securely transmitted (using SSL) and is then stored in an encrypted format.

This service has security measures in place to protect the loss, misuse and alteration of the information under our control. Internally, we restrict access to personally identifiable information to employees who need access to the information to do their job. All employees have to execute comprehensive nondisclosure agreements with us. Employees are not allowed to access your project data or uploaded documents. This information can only be accessed by the people you choose to share it with within a project. Backups of user and project data are scheduled on a regular basis and these backups are stored encrypted and safely locked up. For further information on the security of teamportal.com we refer to our Security policy, which is available at [http://www.teamportal.com/terms/Security\\_Statement.pdf](http://www.teamportal.com/terms/Security_Statement.pdf)

## 4. Opt-out

We recommend that you do not opt-out from Team Portal newsletters and periodical information. If you opt-out you will not receive the newsletters and other periodical information.

However, you will have the possibility to Opt-out from this service by sending an e-mail to:

[sales@teamportal.com](mailto:sales@teamportal.com). You will also find the information for opt-out on our web pages as well as in every e-mail received from Team Portal.

## 5. Changes and modifications

Changes and modifications of any information provided in your user account/profile, e-mail address or your password can be done at any time through the Profile link in the top bar of Team Portal.

## 6. Delete account

The delete account service will remove all information you have entered into Team Portal and cannot be restored.

## 7. Changes in this policy

NetConnect reserve the right to modify or amend this Privacy Policy at any time and for any reason. You will be notified of changes in the Privacy Policy through our web sites and newsletters.

## 8. Additional information

## 9. Contact information

E-mail: [sales@teamportal.com](mailto:sales@teamportal.com) / [support@teamportal.com](mailto:support@teamportal.com)

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