



Design Manager, Inc. • Franklin-Potter Associates, Inc.
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Design Manager Privacy Policy

At Design Manager, Inc., we recognize the importance of our customers' information and the need to maintain the utmost security and confidentiality of the information. We want you to feel comfortable when using our products and services, that's why at Design Manager your right to privacy and security is a primary concern. Any data or information you provide will be kept confidential and used only to help with the support of your company. Information that may be asked, such as company name, address, phone numbers, email, will all be kept confidential. Periodically, Design Manager may send you information on our various products, upgrades, and services that may be of interest to you. Only Design Manager, Inc. or your consultant will send you these direct mailings.

We take a number of steps to ensure that customer information is adequately safeguarded. These steps include the following: 1) implementing a number of physical and electronic security features; 2) limiting employee access to customer information; and, 3) conducting periodic reviews of our computer systems, including security features. Additionally, we train our employees to acknowledge their responsibility to maintain the confidentiality of customer information.

Design Manager, Inc., is committed to ensuring the privacy of your company information in your software and in all other services that we provide. We will continue to review our internal security controls to safeguard your company information as we employ new technology in the future. If you have any questions or concerns regarding our privacy policies and practices, please let us know. You may reach us by phone, mail, e-mail or fax at the above numbers.

Sincerely,

Design Manager Inc.