

BridgePointe is committed to respecting and protecting the privacy of visitors to our website as well as the privacy of our actual clients.

For visitors, we've structured our web sites so that, in general, you can visit us on the web without identifying yourself or revealing any personal information.

For clients, once you choose to provide us personally identifiable information (any information by which you can be identified), you can be assured that it will only be used to support your client relationship with BridgePointe.

### **Visitors To Our Web Site**

*What information do we collect?*

When you visit our web site, our web server collects basic user information about you that includes your ISP's domain, the time you accessed our web site, and the pages from within our web site that you visit.

We may at times also use cookies, which are small pieces of information that a web site can store in a designated file on your computer. Cookies allow a web application to respond to you as an individual. By gathering and remembering information about your preferences, the web application can tailor its operation to your needs, likes, and dislikes.

Our web server does not collect your e-mail address or aggregate information on what other pages on the Web you have accessed or visited.

### **BridgePointe Clients**

*What information do we collect?*

When you sign up for BridgePointe's services, you provide us with contact information. Contact information typically includes your name, address, and phone number.

While you are a BridgePointe client, we manage information with regard to your information, choice of services, and client logs. In addition, we may store clients' electronic mail and other communications as a necessary incident to the transmission and delivery of those communications.

*How do we use this information?*

We use the contact information you provide us to establish our service for you. We create and maintain other information such as client account status, choice of services, and client logs in the normal course of providing service.

We will not otherwise disclose client personal and account information unless we have reason to believe that disclosing such information is necessary to identify, make contact with, or bring legal action against someone who may be causing harm or interfering with the rights or property of BridgePointe, our clients, or others, or where BridgePointe has a good faith belief that the law requires such disclosure.