# **Privacy & Information Confidentiality**

Visitors and users of the website shall constantly and periodically review privacy and information confidentiality's terms and principles to be informed by any updates made thereto. Bearing in mind that website administration shall not be liable to announce any updates made to such terms and principles. Using the website means that you have reviewed and approved such terms and principles and any amendments constantly made thereto.

## **Personal Information Security**

This information related to privacy and information confidentiality has been prepared to help visitors understand the nature of data collected from them when they visit the website and how to deal therewith.

IT and website administration shall take the proper and appropriate procedures and measures to maintain the personal information it has in a safe manner that guarantees that it is protected from loss, unauthorized access, misuse, or unauthorized modification and disclosure.

#### Personal Information Collection

Like most websites, once visited, a small file is placed on visitor's device's (browser) hard drive, which is called "cookies." Cookies are text files, which some websites that you visit deposit on the hard drive. This makes it easier for you to access the website in the future and utilize services offered thereon. Such text files contain information that enables the website that deposited it to retrieve it when needed during user's next visit to the website, such saved information include:

- Remembering username and password.
- Saving the page settings, if available on website.
- Non-allowing the same user to vote for several times.

Further, the website may change the information contained in the cookies or add new information whenever you visit it.

If you sent an e-mail to us through the website providing us with your personal data, we may share the necessary data with other departments. This is to serve you more effectively, Submitting your data and personal information through the website, means that you are fully agree to store, process and use such data by AEON.

### Sending E-Mails to AEON

When you inquire or request information about specific service, or if you provide additional information using any means of communication with the website, such as requesting inquiries on our website, we will use your E-mail address to respond to your inquiries. Also, your E-mail address, messages, and our responses thereto may be saved for quality control, legal and regulatory purposes.

#### Protecting your Privacy

In order to enable us to help you protect your personal information, we recommend the following:

- Contact us immediately when you think someone could obtain your password, use code, PIN or any other confidential information.
- Never give your confidential information on the phone or online unless you know the person or the recipient of the information.
- In case you have any enquiries or opinions on the privacy principles, you can contact the website management through the contact form in our (Contact Us) page.
- This website may contain hyperlinks to websites using methods to protect the information and privacy other than the methods we use. We are not liable for the contents, methods and privacy of such other websites. We recommend you to refer to the privacy notifications of such websites.