

# PostMark, Inc.

## Confidentiality Policy

PostMark's policy is to maintain clients' data, mailing lists, marketing/mail plans and other information as confidential with as high or higher care than is applied to its own data and information. This policy was formed with the recognition that such information is the property of the client and that any disclosure by PostMark would be detrimental to its business and probably detrimental to the clients' business. PostMark does not share any client's mailing lists without specific direction from the owner of the list (which is normally the client). In addition PostMark will not knowingly use a mailing list that has not been obtained ethically.

Employees are expected to:

- Maintain the confidentiality of all data, mailing lists, and marketing/ mailing plans. This means that not only should mailing lists not be shared, but that client plans or projects should not be discussed or shared for any reason.
- Report any suspicious inquires or activities to PostMark management where it appears someone is attempting to gain information.
- Destroy anything being discarded that may contain client information.

Report any breaches or potential breaches of security to PostMark management.

- Adhere to any specialized client security requirements that have been accepted by PostMark management.
- Endeavor to keep materials and client instructions where they cannot be easily identified, reviewed, or inspected by visitors to the production area.

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(Signature)

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(Date)

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(Title)