

# Privacy Policy

## Your Privacy

Your privacy is of utmost importance to us. As a user of this web site (the "Site"), you are valued by us and we will take appropriate measures to protect the information provided by and collected from you on the site in connection with the functions, facilities, products and services offered on our site (the "SCALA services"). As our business changes and grows, so will this policy. Please check back periodically for additions and changes.

## Information We Collect and How We Use it

We only request and use information that is absolutely essential to respond to your requests for information on our products or services and to inform you of services we think may be of interest to you. Our site uses your IP address (an IP address identifies the type of browser you are using i.e. Netscape; Internet Explorer by assigning a unique number) for general system administration to serve you better by diagnosing problems with our server.

## Cookies

At times, we may use a feature of your browser to send your computer a "cookie". Cookies are used by web sites to enhance your web experience. A cookie is a small data file that assigns a unique anonymous number to your browser from a web server and is stored on your computer's hard drive. Cookies cannot damage or read information stored on your hard drive. Cookies make your web experience more enjoyable by storing passwords and preferences. You can adjust your browser settings to refuse all cookies or to inform you when a cookie is being placed on your hard drive. However, should you elect not to accept cookies, it may diminish your experience with the site because of additional time needed to repeatedly enter information.

## Disclosure of Personal Information

We will not disclose, sell, trade, or rent Personal Information without your prior consent, except to the extent necessary to provide you with requested Scala services. In certain rare circumstances, we may be compelled by law to disclose your Personal Information, such as in connection with a funding application or a legal proceeding. In the event disclosure is required, we will use reasonable commercial efforts to try to secure confidential treatment of the disclosed Personal Information, including prohibiting use of the information for any commercial purpose.

In addition, we reserve the right to disclose certain information when, in its sole discretion, it determines that such disclosure is necessary to protect SCALA or its employees, their rights or property, or to protect the physical safety or health of employees of SCALA or a member of the general public.

## Links to Third Party Sites

You may be able to access third party web sites through links available on this Site. You understand and agree that your use of such third party sites, will be governed by the privacy policies of those sites and not by this Privacy Statement.

## User Access to Personal Information

If you desire access to your own Personal Information, to correct existing Personal Information, or to remove your Personal Information, please contact us using the “contact information” provided below. If you request for the removal of Personal Information, you acknowledge that residual Personal Information may continue to reside in SCALA’s records and archives, but SCALA will not use that information for a commercial purpose. SCALA reserves the right to maintain your Personal Information if SCALA has suspended, limited, or terminated your access to the Site for violating the our Terms of Use.



## Protection of Information

SCALA will maintain the confidentiality of the information it collects. We maintain internal practices that help protect the security and confidentiality of this information by limiting employee access to and use of this information.

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