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Bench collects personally identifiable information, such as your e-mail address, name, address or telephone number. Bench may also collect anonymous demographic information, which is not unique to you, such as your post code, age, gender, preferences, interests and favourites.

Bench also automatically collects information about your computer hardware and software. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by Bench for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Bench online site.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through Bench public message boards, this information may be collected and used by others. Note: Bench does not read any of your private online communications.

Bench encourages you to review the privacy statements of Web sites you choose to link to from Benchmarking's online sites so that you can understand how those Web sites collect, use and share your information. Bench is not responsible for the privacy statements or other content on Web sites outside of the Bench and Bench operated websites or applications

Use of your Personal Information

Bench collects and uses your personal information to operate the Bench online site and deliver the services you have requested. Bench also uses your personally identifiable information to inform you of other products or services available from Bench, its affiliates and related bodies corporate. Bench may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered. Bench may disclose your personal information to its suppliers, service providers, affiliates and/or related bodies corporate for all or any of these purposes or to have such suppliers, service providers, affiliates and/or related bodies corporate provide these functions on behalf of Benchmarking.

Benchmarking does not sell, rent or lease its customer lists to third parties. Bench may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, Bench may share data with trusted partners to help us perform statistical analysis, contact you about Bench products, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Bench and they are required to maintain the confidentiality of your information. Where you have chosen to sign up for, participate in or otherwise obtain services or programs provided by Bench in conjunction with a third

party, Bench may disclose your personal information to the third party to the extent it enables the third party to provide the relevant services or programs to you.

Bench does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

Bench does not give information about you to government agencies, organisations or anyone else unless one of the following applies:

- you have consented;
- you would expect us to or we have told you we will;
- it is required or authorised by law;
- it will prevent or lessen a serious and imminent threat to somebody's life or health; or
- the disclosure is reasonably necessary for law enforcement.

Bench will only use your personal information for the purposes for which you give it to us and for internal management purposes. You agree to us using your email address to send you messages concerning your account, any orders you place and information about the products or services provided by us or our third party providers. If you would prefer not to receive promotional or other material from us, please let us know and we will respect your request.

Bench keeps track of the websites and pages our customers visit within

Bench, in order to determine what Bench services are the most popular. This data is used to deliver customized content and advertising within Bench to customers whose behavior indicates that they are interested in a particular subject area.

Use of Cookies

The Bench online site use "cookies" to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize Bench pages, or register with Bench site or services, a cookie helps Bench to recall your specific information on subsequent visits.

This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same Bench online site, the information you previously provided can be retrieved, so you can easily use the Bench features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Bench services or websites you visit.

Security of your Personal Information

Bench endeavours to secure your personal information from unauthorized access, use or disclosure. With this in mind, Bench endeavours to use encryption, such as the Secure Socket Layer (SSL) protocol to protect your personal information.

Bench will occasionally update this Statement of Privacy to reflect company and customer feedback. Bench encourages you to periodically review this Statement to be informed of how Bench is protecting your information.

Bench welcomes your comments regarding this Statement of Privacy. If you believe that Bench has not adhered to this Statement, please contact us via this website. We will use commercially reasonable efforts to promptly determine and remedy the problem.

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