SECURITY POLICY

We believe your business is no one else's. Your privacy is important to you and to us. So we'll protect the information you share with us. To protect your privacy, Fontcraft follows different principles in accordance with PDPA2012 for customer privacy and data protection.

1. We won't sell or give away your name, mail address, phone number, email address to any other information to anyone.
2. We'll use state-of-the art security measures to protect your information from unauthorized users.

We have therefore built a security system that safeguards the confidentiality of information exchanged. We employ several different methods to protect these information.

1. **Firewalls**
We have multiple levels of firewalls in place between our internal computer systems and the Internet. Our main protection for our workstations comes from Symantec Endpoint Protection that helps to prevent unauthorised external access from unrecognized IP addresses. For our main server, we have setup a Fortinet high performance network security to keep our data in the servers safe.

2. **Encryption**
Strong encryption protects information as it transits over the Internet. Our email server utilises the 256-bit Secure Sockets Layer (SSL) encryption to ensure the confidentiality of information. This 256-bit SSL encryption is the commercially available security protocol for encrypting or scrambling data transmitted over the Internet.

3. **Username and Password**
Each computer system is tagged with the staff's username and password; Staffs are required to log-off their workstations when they are not at their desks to prevent unauthorised access. Staff can only log back into their workstations thereafter.

4. **Automatic Log Out**
Our workstations are also set to log out automatically after a set period of time in case of emergencies.

5. **Administrator Access**
Administrator access to the main server is only given to selected head of departments to prevent unauthorised access/modification of information. User rights are also limited only to selected head of departments.

6. **System Backup**
Our server's information are set to do a backup on a weekly basis on our storage drives, in any event that the server crashes, we will be able to retrieve the information in a safe and secure manner.

WHAT WE DO WITH THE INFORMATION YOU SHARE

When you join our promotion, you provide us with your contact information, including Melanie Plitt and email address. We use this to contact you about your redemption request for the designated promotion. But we don't use this information again without your permission.

Fontcraft has taken strong measures to protect the security of your personal information and to ensure that your choices of its intended use are honoured. We take strong precautions to protect your data from loss, misuse, unauthorized access or disclosure, alternation, or destruction.
We will ask you when we need information that personally identifies you (personal information) or allow us to contact you. Your personal information is never shared outside the company without your permission, except under conditions explained above.

Fontcraft will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of law or comply with legal process served on Fontcraft to the site; (b) protect and defend the rights or property of Fontcraft and its family of websites, and (c) act in urgent circumstances to protect the personal safety of users of Fontcraft, its websites, or the public