

HUME IMAGING INC & INTER PRINT SERVICES INC
Privacy Policies
As amended January 1, 2004

We gather information from our clients for specific purposes, as follows:

We are in the design, print, mail and warehousing business. In order to perform our work in accordance with requirements and expectations of our clients, we require appropriate levels of understanding of clients' businesses and the industries in which they operate. This understanding allows us to plan and perform our work effectively and efficiently. We do not request or collect information about clients that is not relative to those business requirements.

Generally, we retain information in either electronic or paper form for periods ranging from one day to multiple years, to meet or exceed requirements of our client's needs. We maintain such information in secure files either in our offices or in a secure archive storage facility, until requested by our clients to return files, or inventory, or distribute. Some clients volunteer credit card information for payment of their account. We retain that information only as long as required to complete the transaction. Some clients supply data files containing names and addresses for mailings. These files are used only for the express purpose our client has authorized, and are destroyed within 30 days of use unless otherwise requested by our clients.

We do not disclose information to third parties without specific authorization from clients as applicable, except as required by law through subpoena, search warrant or other legal process.

The nature of the Internet means that e-mail must be considered a non-secure form of communication. As such, we limit the e-mail exchange of information with clients and third parties to the minimum required for achieving clients' business needs. E-mail is stored on our servers in an encrypted format to protect against unauthorized use.

Professional rules of conduct and our policies require us to keep confidential all information pertaining to clients. Principal share holders, management, general staff members and contractors (third party suppliers to Hume/IPS) are expressly prohibited from discussing such information with relatives, including spouses, friends, acquaintances or other third parties. Discussions of confidential client affairs are also prohibited in public places including elevators, restaurants and public transportation.

Accountability:

We have appointed a Chief Privacy Officer (CPO) who is responsible for establishing and administering the gathering, accuracy and retention of information in our business enterprises. Anyone who is concerned that inaccurate information may be in our electronic or paper files or personal information may have been disclosed to third parties in an unauthorized manner should contact the CPO for investigation of the facts and where warranted, correction of information on file or other corrective action.

In accordance with the *Personal Information Protection and Electronics Document Act*, upon request by any individual, we provide information as to the existence, use and disclosure of his or her personal information that we have on file and give access thereto in order to ensure that it is accurate and complete. We amend such information as appropriate when required.

Amendments:

Hume Imaging Inc. / Inter Print Services Inc. periodically reviews this Privacy Policy and reserves the right, at its sole discretion, to make modifications, alterations or updates at any time.