

CenterLine Documentation Portal and FTP Portal Access Policy

July 2012

To protect the privacy and intellectual property of Customer data and CenterLine's own proprietary information, our policy is **not to allow group logins** to CenterLine's Documentation Portal or FTP sites. This policy ensures that only authorized individuals have access to secure data. Access authorization changes due to either new or departing staff will be handled immediately without altering access to the remaining members of the group. The establishment of unique logins allows CenterLine to maintain accurate records of who has access to specific customer data. As an additional precaution, regular audits will be undertaken to verify that user status information is up to date, however it is the customer's responsibility to promptly notify Centerline's IS Department of any departing staff so that access can be removed. This policy is strictly enforced, no exceptions are allowed. Infringement of this policy will result in violators having all access rights immediately revoked.

We appreciate your support and adherence to this policy.