

### Email Policy

#### **No Contracts via Email**

Except for the email issued by Garrison to enable access to the Garrison ULTRA® Trial Service, Garrison does not conclude contracts via email. Any emails (including any attachments) are provided SUBJECT TO CONTRACT. No employee or agent is authorised to conclude any binding agreement on behalf of Garrison with another party by e-mail.

#### **Confidentiality**

Each email message sent by Garrison is intended solely for the addressee and may contain confidential and/or privileged information. If you have received an email message by Garrison in error, please send it back to Garrison, and immediately and permanently delete it. Do not use, copy or disclose the information contained in such message or in any attachment.

#### **Viruses and Malware**

Although Garrison has taken reasonable precautions to ensure no viruses and malware are present in emails sent by Garrison, Garrison cannot accept responsibility for any loss or damage sustained as a result of computer viruses and malware and the recipient must ensure that the email (and attachments) are virus and malware free.

#### **Privacy Policy**

For information about how Garrison process data and monitor communications please see our Privacy Policy at: <https://www.garrison.com/privacy-policy/>.