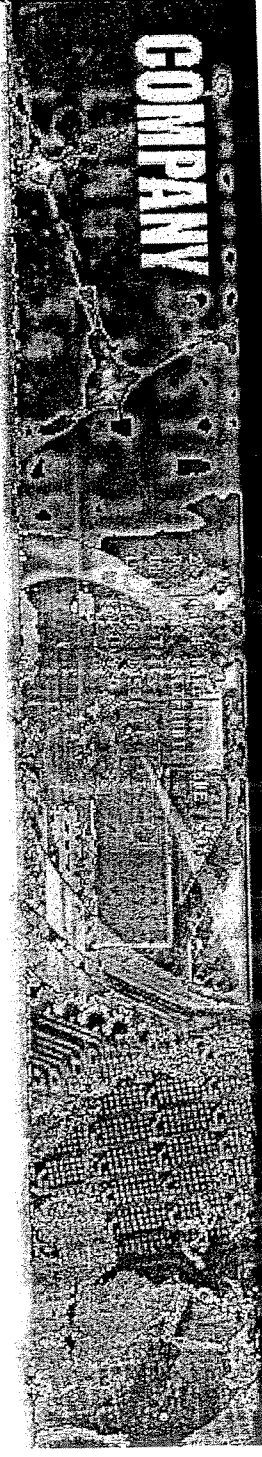


**EXHIBIT A**

COMPANY
PRESS ROOM
EVENTS CALENDAR
SALES / PURCHASE
PARTNERS
CAREERS
RESOURCES
LEGAL RESOURCES



## Privacy Statement

### INTELLECTUAL PROPERTY RIGHTS

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### General Disclaimer

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### Links to Other Websites

As a convenience to you, this website may contain links to websites controlled by parties other than Guidance Software. Guidance Software is not responsible for and does not endorse the privacy practices or content of these third party websites.

### Limitation of Liability

IN NO EVENT WILL GUIDANCE SOFTWARE AND ITS SUPPLIERS BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER IN AN ACTION OF CONTRACT OR TORT, ARISING OUT OF THE USE OR INABILITY TO USE THE MATERIALS AVAILABLE ON THIS WEBSITE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN PARTICULAR, AND WITHOUT LIMITATION, GUIDANCE SOFTWARE SHALL HAVE NO LIABILITY FOR ANY LOSS OF USE, DATA, INCLUDING THE COSTS OF RECOVERING SUCH DATA, OR PROFITS.

## **Privacy Statement**

Guidance Software has created this privacy statement in order to demonstrate our firm commitment to your privacy. We intend to give you as much control as possible over your personal information (individually identifiable information about an individual collected online) and strive to help you protect your privacy while using our services. The purpose of our policy is to inform you about the types of information we gather about you when you visit our site, how we may use that information, whether we disclose it to anyone. Please read this notice. By using this site, you signify your assent to our privacy policy. If you do not agree to this policy, please do not use our sites. The following discloses our information gathering and dissemination practices for this website: [www.guidancesoftware.com](http://www.guidancesoftware.com)

### **Information Collection and Use**

Guidance Software is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others. Guidance Software collects information from our users at several different points on our website.

### **Registration**

In order to use some portions of this website, a user must first complete the registration form. During registration a user is required to give their contact information (such as name and email address). This information is used to contact the user about the products and services offered by Guidance Software.

### **Order Information**

We request information from the user on our order form. Here a user must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to fill customer's orders. If we have trouble processing an order, this information is used to contact the user.

### **Cookies**

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Once the user closes their browser, the cookie simply terminates. For instance, by setting a cookie on our site, the user would not have to log in a password more than once, thereby saving time while on our site. If a user rejects the cookie, they may still use our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site.

### **Public Forums**

This site makes chat rooms, forums, mailing lists, message boards, and/or news newsgroups available to its users. Please remember that any information that is disclosed in these areas becomes public information and you should exercise caution when deciding to disclose your personal information.

### **Log Files**

We use IP addresses to analyze trends, administer the site, track user's movement, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

### **Links**

This web site contains links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read

the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

#### **Newsletter**

If a user wishes to subscribe to our legal newsletter, we ask for contact information such as name and email address.

#### **Surveys & Contests**

From time-to-time our site requests information from users via surveys or contests. Participation in these surveys or contests is completely voluntary and the user therefore has a choice whether or not to disclose this information. Information requested may include contact information (Such as name and shipping address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site.

#### **Security**

This website takes every precaution to protect our users' information. When users submit sensitive information via the website, your information is protected both online and off-line. When our registration/order form asks users to enter sensitive information (such as credit card number and/or social security number), that information is encrypted and is protected with the best encryption software in the industry - SSL. While on a secure page, such as our order form, the lock icon on the bottom of Web browsers such as Netscape Navigator and Microsoft Internet Explorer becomes locked, as opposed to un-locked, or open, when you are just 'surfing'. To learn more about SSL, follow this link. While we use SSL encryption to protect sensitive information online, we also do everything in our power to protect user-information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job (for example, our billing clerk or a customer service representative) are granted access to personally identifiable information. Furthermore, ALL employees are kept up-to-date on our security and privacy practices. Any time new policies are added, our employees are notified and/or reminded about the importance we place on privacy, and what they can do to ensure our customers' information is protected. Finally, the servers that we store personally identifiable information on are kept in a secure environment, behind a locked cage. If you have any questions about the security at our website, you can send an email to our [webmaster](#).

#### **Software and Training Updates**

We also send the user product and service announcement updates. We communicate with the user to provide requested services and information via email.

#### **Notification of Changes**

If we decide to change our privacy policy, we will post those changes on our Homepage so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

**EXHIBIT B**

## GUIDANCE SOFTWARE PRIVACY POLICY

Guidance Software respects your privacy. We use your information to support and enhance our relationship with you; for example, to process your purchase, provide service and support, and share product, service and company news and offerings with you. We do not sell your personal information. We only share your personal data for marketing purposes outside Guidance Software with your consent, as required by law or to protect Guidance Software, its customers, or the public, or with companies that help Guidance Software fulfill its obligations with you (such as shipping companies). At any time you may contact Guidance Software with any privacy questions or concerns you may have. You also may ask at any time to see the data you have given us and request correction or deletion. We strive to ensure a high level of security and confidentiality.

We've developed our privacy policy from industry guidelines and standards, and local, national, and international laws and requirements. All privacy practices and methods described in this policy apply only insofar as permitted by the applicable standards, laws and requirements.

Thanks again for placing your trust in Guidance Software.

### INFORMATION COLLECTED

During the sales process, or through trade shows, marketing events, and other activities, Guidance Software may collect information from you. For example, we request information from you when you:

1. Register on [www.guidancesoftware.com](http://www.guidancesoftware.com)
2. Request a demo disk
3. Request a quotation or information
4. Register for a webinar, seminar, or other informational event
5. Place an order
6. Participate in a sweepstakes or other promotional offer
7. Subscribe to a newsletter or a mailing list
8. Request assistance from Guidance Software

We may ask you for your name, address, e-mail address, type of business, and credit card information, as well as other similar personal information.

### HOW WE USE YOUR INFORMATION

The information you provide will be used to support your relationship with Guidance Software. Among other things, your information may be used to alert you to product upgrades or special offers, and to market or sell Guidance Software products or services to you. Your information may be combined with information collected about you by Guidance Software or third parties, with information that is collected about you from public records, or with information that Guidance Software may acquire from third parties.

### DATA SHARING AND TRANSFER

Information regarding you (such as name, address and phone number) or your order and the products you purchase will not be given or sold to any outside organization for its use in marketing or solicitation without your consent. In addition, occasionally Guidance Software will share contact information, such as name and address, with third parties with whom we have partnered to provide specific services to Guidance Software, or services on behalf of Guidance Software.

In addition, Guidance Software may be required to disclose your information in connection with law enforcement, fraud prevention, regulation, and other legal action or if Guidance Software reasonably believes it is necessary to do so to protect Guidance Software, its customers, or the public.

Guidance Software is an expanding business, and like other companies, we sometimes acquire or divest business units. As part of such transfers, we may convey the business assets of the particular business unit, including information that you have supplied.

#### **DATA SECURITY AND RESPONSIBILITY**

Guidance Software is committed to keeping the data you provide us secure and will take reasonable precautions to protect your information from loss, misuse or alteration. Vendors, contractors, or partners of Guidance Software who have access to your information in connection with providing services for Guidance Software are required to keep the information confidential and are not permitted to use this information for any other purpose than to carry out the services they are performing for Guidance Software.

Your information will generally be stored in our Guidance Software databases, which are located in the United States. For easier processing of e-mail communications, or other marketing purposes, however, your information may be sent, usually on a temporary basis, to countries outside the United States. Guidance Software data protection standards are the same, regardless of where your information is stored.

#### **YOU CAN OPT-OUT OF RECEIVING FURTHER MARKETING FROM GUIDANCE SOFTWARE**

Periodically, we may send you information about our various products and services, or other products and services we feel may be of interest to you. If you do not want to receive such information, simply contact us at the address set forth below.

#### **OTHER SITES**

Guidance Software is not responsible for the privacy practices or the content of other Websites. We recommend that you carefully read the privacy policies of each site you visit.

#### **CONTACT US**

Please send us your questions or comments regarding our Privacy Policy or your information to:

**Privacy Compliance Coordinator**  
**Guidance Software, Inc.**  
**P.O. Box \_\_\_\_\_**  
**Pasadena, CA 91101**  
**USA**  
**[privacy@guidancesoftware.com](mailto:privacy@guidancesoftware.com)**

Guidance Software will be happy to respond to your questions and comments.

#### **YOUR ACCEPTANCE OF OUR PRIVACY PRACTICES**

By using the Guidance Software website, purchasing from Guidance Software, or participating in a Guidance Software service or program, you signify your acceptance of the terms and conditions of this Privacy Policy. Guidance Software may make changes to this Privacy Policy from time to time. We will post changes to our Privacy Policy on the Guidance Software website, so from time to time please check the Privacy Policy posted there.

**Last updated: 7/19/03**