

## **Anti-SPAM Policy**

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Reviewed by: Head of Operations / CEO

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Netfield Media S.L. will ensure to act in accordance with Canada's AntiSpam Legislation.

## **Definition SPAM**

Any electronic commercial message sent without the express consent of the recipient(s). Spam is also used as the vehicle for the delivery of other online threats such as spyware, phishing and malware.

## Guidelines

Netfield Media S.L. understands the goal of the anti-spam legislation is to deter damaging and misleading forms of spam. Netfield Media S.L. realizes that education and awareness are the key to ensuring the right steps are taken to combat spam. Netfield Media S.L. will ensure that network security program, spam filters and anti-virus software is always utilized on all company computers and related technologies.

In order to achieve the goals of the anti-spam legislation, Netfield Media S.L. will ensure to act in compliance with Canada's Anti-Spam Legislation. In order to ensure compliance, commercial electronic messages (email marketing) done by Netfield Media S.L. will be based on a consumer opt-in approach. Netfield Media S.L. will gain consent for commercial electronic messages purposes prior to sending commercial messages (including emails), unless we have a pre-existing business relationship with the client, candidate, business partner, independent contractor, or affiliate, as in these particular cases consent is considered to be implied.

Netfield Media S.L. shall ensure the following practices are followed when using electronic messaging for marketing purposes:

- Maintain rigorous email list management practices
- Include all essential contact information within the message so that receivers can contact Netfield Media S.L. directly and with brief response times
- Include an opt-in approach to allow subscribers to confirm they want Netfield Media
  S.L.'s messages
- Include an opt-out (or unsubscribe) message that is simple and conspicuous within the email



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