

## **Privacy Policy**

*Last Updated: August 11, 2009*

Engineered Assemblies is committed to protecting your privacy. This Statement of Privacy applies to the Engineered Assemblies website and governs data collection and usage. By using the Engineered Assemblies website, you consent to the data practices described in this statement.

### **Collection of your Personal Information**

Engineered Assemblies collects personally identifiable information, such as your e-mail address, name, home and/or work address and/or telephone number. Engineered Assemblies may also collect anonymous demographic information, which is not unique to you, such as your postal code, age, gender, preferences, interests and favorites.

There is also information about your computer hardware and software that is automatically collected by Engineered Assemblies. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used by Engineered Assemblies to provide general statistics regarding use of the Engineered Assemblies website.

In the event that you contact us for customer support through the website, we may also request that you provide additional User Information relevant to the support requested by you. We may retain communications relating to customer support, and/or information drawn from such communications, for statistical and/or reference purposes.

Engineered Assemblies encourages you to review the privacy statements of websites you choose to link to from Engineered Assemblies so that you can understand how those websites collect, use and share your information. Engineered Assemblies is not responsible for the privacy statements or other content on websites outside of the Engineered Assemblies and Engineered Assemblies family of websites or the use of your information by such outside websites.

## **Use of your Personal Information**

Engineered Assemblies collects and uses your personal information to operate the Engineered Assemblies website and deliver the services you have requested. Engineered Assemblies may also use your personally identifiable information to inform you of other products or services available from Engineered Assemblies and its affiliates. Engineered Assemblies may also contact you via surveys to conduct research about your opinion of current services or of potential new services.

Engineered Assemblies does not sell, rent or lease its customer lists to third parties. Engineered Assemblies may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, Engineered Assemblies may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. Such third parties are prohibited from using your personal information except to provide these services to Engineered Assemblies, and they are required to maintain the confidentiality of your information.

Engineered Assemblies does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

Engineered Assemblies keeps track of the websites and pages you visit within Engineered Assemblies, in order to determine what Engineered Assemblies services are the most popular. This data is used to deliver customized content and advertising within Engineered Assemblies to customers whose behavior indicates that they are interested in a particular subject area.

Engineered Assemblies websites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Engineered Assemblies or the site; (b) protect and defend the rights or property of Engineered Assemblies

(including enforcing this agreement); and, (c) act under exigent circumstances to protect the personal safety of users of Engineered Assemblies, or the public.

### **Use of Cookies**

The Engineered Assemblies website may use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies are not used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize Engineered Assemblies pages, or register with Engineered Assemblies site or services, a cookie helps Engineered Assemblies to recall your specific information on subsequent visits. When you return to the same Engineered Assemblies website, the information you previously provided can be retrieved, so you can easily use the Engineered Assemblies features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Engineered Assemblies services or websites you visit.

If you provide Engineered Assemblies with user information, you have the following rights with respect to that information:

- To review the user information that you have supplied to us
- To request that we correct any errors, outdated information, or omissions in user information that you have supplied to us
- To request that your user information not be used to contact you
- To request that your user information be removed from any solicitation list that we use

- To request that your user information be deleted from our records and
- To opt out of being solicited by this website or third parties

If you request that your user information be deleted from our records, there may be a brief delay in our processing that request, while verify that the request is valid and originates from you as opposed to an unauthorized third party. If you request that your information be deleted, we reserve the right to terminate and/or limit your access to the Engineered Assemblies website.

To exercise any of these rights, please contact us at [info@EngineeredAssemblies.com](mailto:info@EngineeredAssemblies.com).

### **Security of your Personal Information**

No method of safeguarding information is 100% secure. Engineered Assemblies uses a variety of security procedures to help protect your personal information from unauthorized access, use or disclosure. Engineered Assemblies secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure.

### **Changes to this Statement**

Engineered Assemblies will occasionally update this Statement of Privacy to reflect company and customer feedback. Engineered Assemblies encourages you to periodically review this Statement to be informed of how Engineered Assemblies is protecting your information. When such a change is made, we will update the "Last Updated" date above.

### **Enforcement of this Privacy Statement**

If you have questions regarding this statement, you should first contact us at [info@EngineeredAssemblies.com](mailto:info@EngineeredAssemblies.com).

**Contact** Information