

PRIVACY POLICY

Last Updated: September 14, 2023

Scott Manufacturing Solutions, Inc. (“SCOTT”) is committed to respecting the privacy rights of all users of the Scottmfgsolutions.com website (the “Website”). This Privacy Policy (“Privacy Policy”) describes the privacy practices of SCOTT in connection with information we collect through the Website.

The terms “we,” “our,” and “us” refer to SCOTT.

“Personal Information” means information that, alone or when in combination with other information, may be used to identify you, such as your name, email address, postal address, IP address, or telephone number.

This Privacy Policy explains how we may collect, use, and disclose Personal Information. This Privacy Policy also explains the options available to you regarding our use of your Personal Information.

This Privacy Policy covers data that we collect from your access or use of the Website. This Privacy Policy does not cover data that may be collected by third parties from your access or use of the Website, including, without limitation, any third-party application, content, or advertising that may link to or be accessible from the Website.

You should read this Privacy Policy before providing any information to us when accessing or using the Website. By accessing or using the Website or otherwise providing information to us, you signify your acceptance of this Privacy Policy.

This Privacy Policy may be changed from time to time. You should periodically review this Privacy Policy to understand our current privacy practices.

If you have any questions about your privacy rights, you may send us an email at Privacy@scottmfgsolutions.com with the subject line “Privacy Policy” or you may write to us at the following address:

Scott Manufacturing Solutions, Inc.
Attn: Marketing Specialist
5051 Edison Ave
Chino, CA 91710

1. Categories of Personal Information We Collect

Over the past twelve (12) months we have collected the following categories of Personal Information from users of the Website:

- First and Last Name
- Phone Number
- Email
- Job Title
- Company Name
- Postal Address
- IP Address
- Geolocation data

2. How We Collect Personal Information

We collect information from you in the following ways:

We collect information directly from you. We collect information from you when you access the Website or when you fill out a form within the Website. We also collect information when you communicate with us via email, request a quote, or join our email subscription list.

We collect information from you passively. We use tracking tools such as browser cookies and other technologies. We collect information about you over time when you access or use the Website.

For example:

- When you visit the Website, we may collect and store information that is automatically generated, including your IP address, your browser type, the computer or device being used, and other usage statistics. We may use this information, in combination with other information about you, to administer the Website, personalize your online experience, and enhance our ability to serve you.
- We use the following technologies to collect information about you:
 - a. **Cookies.** When you visit the Website, you will see a cookie banner that explains the use of cookies and tracking. You will have the opportunity to provide your consent to cookies by clicking an “Accept” button.

We hope you will want the better service that cookies allow; but, if you prefer, you can customize your consent preferences to refuse almost all cookies except those categorized as necessary to use the Website.

- b. Internet Log Files.** SCOTT and our third-party web analytics partners may maintain log files that contain IP addresses. An IP address is a numeric address that may be assigned to your computer by your Internet Service Provider. In general, we use log files to monitor traffic on the Website and to troubleshoot technical problems.

3. How We Use Personal Information

We may use the information we collect to respond to requests for quotes and the status of orders; process a transaction; improve the Website; administer the Website; communicate with you; enhance your online experience; and for our marketing and promotional purposes.

Over the past twelve (12) months we have used Personal Information for the following business purposes:

Analytical Purposes: We use your information, internet browsing history, and activity to analyze statistics, various trends, and your browsing preferences.

Maintenance and Improvement of Website: We use your information, internet browsing history, and activity to help maintain the overall functionality of the Website, including the diagnosis of technical and service issues.

Marketing and Promotional Purposes: We use your information, internet browsing history, and activity to provide you with personalized sales and marketing communications.

Third-Party Services: We employ other companies to perform certain functions on our behalf. Examples include email subscription services and sending postal mail and email. These third-party service providers have access to your information as needed to perform their functions but may not use your information for other purposes.

Fraud Prevention and Security: We use your information, internet browsing history, and activity to protect the Website, our company, and others, from fraud and for security purposes.

4. How We May Disclose Personal Information

When you access or use the Website and join our email subscription list, you will have a double Opt-in process. The first Opt-in signifies your understanding of the sign-up disclosure terms. After opting in and signing up, a verification link will be sent to your email that you will need to

click to signify your second Opt-in. You will be added to our email subscription list only after you complete the second Opt-in.

If you choose to Opt-in, we may share your information with third parties for their advertising, marketing, or promotional purposes. You may Opt-out at any time by using the “unsubscribe” link at the bottom of any marketing email you receive from us. Please note that opting out will not apply to any communications from third parties to whom we may have already provided information about you.

We may also access, use, preserve, transfer, and disclose your information to comply with legal obligations, including disclosure to third parties such as government or law enforcement officials or private parties as we reasonably determine is necessary and appropriate: (i) to satisfy any applicable law, regulation, subpoena, governmental request, or legal process; (ii) to protect and defend the Privacy Policy, including investigation of potential violations thereof; (iii) to protect the safety, rights, property, or security of you, SCOTT, or any third party; (iv) to protect the safety of the public; (v) to detect, prevent, or otherwise address fraud, security, or technical issues; and (vi) to prevent activity we consider to be illegal, unethical, or legally actionable. We may make such disclosures without notice to you.

5. Your California Privacy Rights

California Do Not Track Disclosure

The California Online Privacy Protection Act (“CalOPPA”) requires that we inform you that the Website does not respond to Do Not Track (“DNT”) signals.

The California Consumer Privacy Act (“CCPA”) and the California Privacy Rights Act (“CPRA”) afford California residents specific rights regarding Personal Information. These rights have been described in this Privacy Policy and are further highlighted in this section. You may make a verifiable request to exercise the following rights, free of charge to you, twice in any 12-month period, and we are obligated to respond within a period of 45 days, taking a 45-day extension only after notifying you. For example, if you exercise your “Right to Access” you may do so only twice in a 12-month period. You may not exercise your “Right to Access” multiple times, by combining your request with other rights.

Right to Access Personal Information; Right to Know What Personal Information is Collected

- (a) You have the right to know the categories of Personal Information that we collect, the purposes for which the Personal Information is collected, the business purpose for collecting or sharing Personal Information, whether Personal Information is sold or shared, and the specific pieces of Personal Information that we have collected about you.
- (b) We do not retain, and have no legal obligation to retain, any Personal Information about you that was collected for a single one-time transaction if, in the ordinary course of business, that information about you is not retained.

(c) We have no legal obligation to re-identify or otherwise link any data that, in the ordinary course of business, is not maintained in a manner that would be considered Personal Information.

(d) If we receive a verifiable request from you to identify any of your Personal Information that we have collected, we shall provide the same to you within 45 days after receiving a verifiable request.

(e) You must make your verifiable request in writing; either by email to Privacy@Scottmfgsolutions.com, or by submitting this form <https://www.scottmfgsolutions.com/request-form/>. The information we provide to you shall cover the 12-month period preceding receipt of your verifiable request.

(f) To establish a verifiable request, we may require authentication from you that is reasonable in light of the nature of the Personal Information.

Right to Correct Inaccurate Personal Information

(a) You have the right to request that we correct any inaccurate Personal Information about you, taking into account the nature of the Personal Information and the purposes of processing the Personal Information.

(b) If we receive a verifiable request from you to correct inaccurate Personal Information about you, we shall use commercially reasonable efforts to correct the inaccurate Personal Information, as directed by you, within 45 days after receiving a verifiable request.

(c) You must make your verifiable request to correct your Personal Information in writing; either by email to Privacy@Scottmfgsolutions.com, or by submitting this form <https://www.scottmfgsolutions.com/request-form/>. Correction of inaccurate Personal Information will cover the 12-month period preceding receipt of your verifiable request.

(d) To establish a verifiable request to correct your Personal Information, we may require authentication from you that is reasonable in light of the nature of the Personal Information.

Right to Delete Personal Information

(a) You have the right to request that we delete your Personal Information from our records.

(b) If we receive a verifiable request from you to delete your Personal Information, we shall delete your Personal Information from our records within 45 days of receiving a verifiable request.

(c) You must make your verifiable request to delete Personal Information in writing; either by email to Privacy@Scottmfgsolutions.com, or by submitting this form <https://www.scottmfgsolutions.com/request-form/>. Deletion of Personal Information will cover the 12-month period preceding receipt of your verifiable request.

(d) To establish a verifiable request, we may require authentication from you that is reasonable in light of the nature of the Personal Information.

Right to Portability: You have the right to request that any electronically held Personal Information be returned (to the extent technically feasible and retrievable at a commercially reasonable cost) in a format permitting its transfer to another organization or service. You acknowledge that electronically held Personal Information may not be completely erased from our systems after the data is exported for such transfer.

Right to Know Personal Information Sold or Shared: Although SCOTT does not sell your Personal Information, California residents have the right to obtain an accounting of how, and to whom, their Personal Information has been sold in the past year. California residents are entitled to the following information free of charge: a list of the categories of your Personal Information we shared with third parties for the third parties' direct marketing purposes and the names and addresses of all third parties that received personal information from us for the third parties' direct marketing purposes, in each case during the immediately preceding calendar year.

If you are a California resident and would like this information, please submit a written request to us using this form <https://www.scottmfgsolutions.com/request-form/> or by mail to:

Scott Manufacturing Solutions, Inc.
Attn: Marketing Specialist
5051 Edison Ave
Chino, CA 91710

In your written request, please specify that you want a "SCOTT California Privacy Rights Notice." Please allow fourteen (14) business days from the date we receive your request for a response.

Non-Discrimination: We will not discriminate against you for exercising any of your California privacy rights.

Agent: You may designate an agent to submit privacy requests on your behalf. For your protection, we may need to verify your identity directly with you before fulfilling certain requests. We need your agent's contact information, and your agent needs to have your verification information ready when submitting the privacy request.

Right to Opt Out of Data Sale or Sharing

(a) You have the right, at any time, to direct us not to share your Personal Information with third parties. This right is referred to as the right to Opt-out of data sale or sharing.

(b) You may exercise your right to Opt-out of data sale or sharing either by email to Privacy@Scottmfgsolutions.com, or by submitting this form <https://www.scottmfgsolutions.com/request-form/>.

Right to Limit the Use and Disclosure of Sensitive Personal Information

The categories of Personal Information that we collect and disclose for business purposes include Sensitive Personal Information as defined under the California Privacy Rights Act. We do not use or disclose Sensitive Personal Information for any purpose not expressly permitted by the California Privacy Rights Act. You have the right to limit the use and disclosure of Sensitive Personal Information by using the following link <https://www.scottmfgsolutions.com/request-form/>.

6. No International Users

Although the Website may be accessible worldwide, no part of the Website is directed to persons and entities located outside the United States. Consequently, if you are located outside the United States, this Privacy Policy may or may not comply with the laws of other jurisdictions.

The Website is controlled and operated by SCOTT from the United States and is not intended to subject us to the laws or jurisdiction of any state, country, or territory other than that of the United States. If you are visiting the United States from a jurisdiction with laws governing data collection and use, please note that you are agreeing to the transfer and processing of your information in the United States. By providing your information, you consent to any transfer and processing in accordance with this Privacy Policy.

7. Changes to this Privacy Policy

We reserve the right to make changes to this Privacy Policy, at any time, for any reason, and without notice. Therefore, each time you use or access the Website, you should review the “Last Updated” date of the Privacy Policy. By continuing to use or access the Website after changes are posted, you are deemed to have accepted such changes.

8. Data Security

In accordance with this Privacy Policy, we employ standard physical, electronic, and administrative procedures to safeguard the security and integrity of Personal Information. Personal Information you provide to us is stored on servers that are protected by protocols designed to ensure the security of such information. However, we cannot guarantee that your use of the internet to access or use the Website will be completely secure. If Personal Information you provide to us is compromised due to a breach of security, we will make reasonable efforts to investigate the situation and take those actions necessary to comply with all applicable laws and regulations.

SCOTT uses cloud-based computing services and stores electronic files both locally and on servers located outside our offices. Furthermore, we anticipate that you and SCOTT may communicate and transmit information via cloud-based email, cloud-based file sharing service, or other cloud-based electronic means. You acknowledge that, notwithstanding SCOTT’s efforts to maintain the security of its electronically stored and transmitted communications and

documents, the use of email, cloud-based file sharing, and other electronic transmittal carries with it certain security risks that could result in loss of confidentiality in the event of unauthorized third-party access, and you consent to SCOTT's use of cloud-based email, cloud-based file sharing and document repositories, and other electronic communications and transmittals.