

## **Privacy Policy**

Effective Date: April 3, 2017

This Privacy Policy describes the practices that The Material Works Ltd. ("TMW") follows with respect to the collection, use, maintenance and disclosure of information collected through this website. It is our intent to balance our legitimate business interests in collecting, using and disclosing information received from and about you with your reasonable expectations of privacy.

### **Collection of Data**

Areas of this website may make the use of a temporary "cookie". This cookie is used to uniquely identify your session for the duration of your time logged on to this website. We do not keep this cookie after you log off or close your browser session. This cookie does not contain personally identifying information. If you apply for a username to log in to any area of this website, you give us permission to maintain a record with the information you supply, so that we can properly authenticate you as a registered user of the site.

### **Personally Identifiable Information**

TMW collects personally identifiable information, such as names, addresses, e-mail addresses, phone numbers and the like, only when voluntarily provided by a website visitor. For example, we may collect this information if you submit a question or inquiry or otherwise contact us via the website, or if you register with our website.

### **Usage Information**

TMW may also collect information about your use of the website by using cookies and other technology. Certain of this technology may be provided by third parties. For example, we may use cookies through Google Analytics. **For more information on collection and processing of data through Google Analytics, please see [www.google.com/policies/privacy/partners](http://www.google.com/policies/privacy/partners).**

Information tracked through these mechanisms includes but is not limited to (1) your IP address, (2) the type of web browser and operating system being used, and other information regarding your system (e.g., screen resolution), (3) the pages of the site you visit, (4) other websites you visited before visiting our site, and (5) your geographic location. Cookies do not collect or contain your name or email address.

### **Disclosure and Use of Information We Collect**

We use personally identifiable information for the purpose for which it is provided and for the other purposes described in this Privacy Policy. If you supply any information to TMW through this website, we will treat this information as normal business correspondence. For example, we may use your personally identifiable information to respond to your communications to us; to communicate with you about our company and services and for marketing and promotional purposes; to provide customer support; and/or to establish your online account.

We may provide your personally identifiable information to third parties who provide services to or on behalf of TMW. For example, we may provide personally identifiable information who process customer inquiries and other communications, including marketing communications.

We use usage information to help us run and maintain our website, customize the visitor's experience, study traffic patterns, and generally learn about the usage of the website.

We may use and disclose personally identifiable information and usage information when we have reason to believe that using and/or disclosing this information is necessary to investigate, identify, contact, or take action against someone who may have engaged in illegal activities or breached our Terms of Service or who may be causing injury to or interference with (either intentionally or unintentionally) our rights or property, other users of our website, or anyone else who could be harmed by such activities.

We may also disclose personally identifiable information and usage information when we reasonably believe that the law requires it.

We might sell or buy subsidiaries, or business units. In such transactions, personally identifiable information generally is one of the transferred business assets. Also, in the event that our assets are sold, personally identifiable information may be one of the transferred assets.

### **Do Not Track & Behavioral Advertising**

TMW currently does not respond to “do not track” signals, and doesn’t authorize the collection of personally identifiable information by third parties except as provided in this policy.

### **Privacy of Children**

The website is a general audience website. We do not intentionally collect personally identifiable information from users of this website who are under the age of thirteen. If we become aware that a user of our website is under the age of 13 and has placed an order using our website, we will remove that child’s personal information from our files.

### **Updating Your Information**

If you would like to review and/or request changes to any of your personally identifiable information collected through the website, you may contact us at [info@thematerialworks.com](mailto:info@thematerialworks.com).

### **Security**

Information transmitted on the Internet and/or stored on systems attached to the Internet is not 100% secure. As a result, we do not ensure, warrant or guarantee the security or integrity of such information. We will not be responsible for disclosure of any information due to errors in transmission or the unauthorized acts of third parties.

You help to maintain the security of your personally identifiable information stored in our systems by keeping your username and password confidential and protecting against unauthorized access to your password and to your computer. Be sure to sign off when finished using a shared computer.

### **Links to Other Websites**

While you are using this website, you may be linked or directed to other third party sites outside of the website that are beyond our control. Each of these third party sites may have a privacy policy different from ours. Please review the privacy policies of these sites. We are not responsible for any actions or policies of such third parties.

### **Contact Information**

Please send any concerns regarding our privacy policy to [info@thematerialworks.com](mailto:info@thematerialworks.com).

### **General Guidelines**

TMW may, at any time, revise this Privacy Policy by updating this Privacy Policy and updating

the Effective Date at the top of this page. You should therefore periodically visit this Privacy Policy to review the most current Privacy Policy.

**Please do not use the website or provide any information to us if you do not agree with any provision of this Privacy Policy.**