

Industrial Tool Die & Engineering Inc. (ITDE)

Date: 1/1/18

PRIVACY STATEMENT

ITDE has created this security and privacy statement in order to document and communicate its commitment to doing business with the highest ethical standards and appropriate internal controls.

We respect your privacy. Information you entrust to ITDE will be handled with the greatest care, and ITDE will not use the information in ways to which you have not consented or is not required by law.

POLICY SCOPE

Sites Covered by this Policy - This Privacy Policy applies to all ITDE-owned web sites and domains.

Links to Other Sites - This site contains a number of links to other sites. ITDE is not responsible for the security or privacy practices of these sites, the products or services offered by these sites, or the content appearing at these sites. ITDE does not endorse any of the products or services marketed at these other sites.

WEB SITE INFORMATION GATHERING

ITDE recognizes the importance of keeping the information we collect about you confidential. We always take great care to protect what you entrust to us. ITDE is committed to protecting the privacy of visitors to our website.

Personal Information Gathering - We do not automatically collect personally identifiable information (PII) about our web site visitors.

Explicit Information Gathering - You can examine our entire web site without providing any information whatsoever. Our web site's request-for-more-information form requires users to give us contact information. This information is used to provide information to those who inquire about our products and services, to ship orders, to bill orders, and to handle related business matters. This information is also used to get in touch with customers when necessary.

Covert Information Gathering - Our site does not covertly capture information regarding the specific activities of any particular user. We do not have any arrangements with any other sites to track or monitor user activities on the Web. The only personal information that we capture has been specifically submitted to us through the request-for-more-information form. We do not store any persistent information on your computer.

Cookies and Web Bugs - At this time, we do not use cookies on this site. If this changes, this policy statement will be updated to disclose how ITDE uses cookies and for what purpose.

Personal Information Usage - When you disclose personal information to us that is where it stays. We do not sell, rent, trade, lend, or otherwise transfer such personal information to affiliates, subsidiaries, sister companies, holding companies, parent companies, strategic partners, or any other organization.

CHILDREN

Precautions For Children – ITDE does not attempt to collect personal information from children, and we do not provide services to children. The ITDE website is not directed to children under age 18, and we do not knowingly collect personal information from children under age 18. If a child sends personal information to us, and this information can be identified as originating from a child, the information will be deleted. We cannot always determine which information originates with a user that is a child. We do not maintain databases about children.

EMAIL LIST PRIVACY

Opt-in Email Lists - We use email lists that we have assembled from people who have indicated they want additional information about our services. Additionally, we use email lists that are comprised of people who have requested additional information about services similar to those ITDE provides.

Third Party Email Lists – ITDE does not purchase email addresses and other contact information from any vendor for the purposes of marketing and selling our products and services.

Personal Contacts: ITDE personnel frequently give presentations at conferences and seminars; write books, articles and newsletters; and participate in similar types of group and individual communications. We often receive business cards as well as requests for additional information or help with risk related issues. When we receive requests for information or help in person, from our web site from information volunteered by our web site visitors, or from conferences from people indicating they want more information about our type of services, we will place these individuals on our contact list.

Third Party Product Distribution – We do not use any distributor to distribute our product.

Email List Privacy - ITDE does not sell, rent or share our email lists with any other third parties. We do not link our email lists to any other databases. We do not store emails or individual information on our web server. All personally identifiable information is stored on servers behind our firewall.

Third Party Access to Your Personal Information

Third Party Access to Personal Information – ITDE does not use third-parties to process your personal information.

THIRD PARTY ADVERTISING

Third Party Ads – We have no third party ads on our web site.

Behavioral Targeting - Our web site, ITDE does not use software to track online behavior of web site visitors

Compelled Disclosure - There may be times when we are required by law to disclose the information that you have submitted. Unless we are legally prohibited to do so, we will do our best to provide you with notice that a request for your information has been made to give you an opportunity to object to the disclosure. If you do not challenge the disclosure request, we may be legally required to turn over your information.

WEB SITE SECURITY

Security Measures - Our site is protected with a variety of security measures such as change control procedures, passwords, and physical access controls. We also employ a variety of other mechanisms to ensure that data you provide is not lost, misused, or altered inappropriately. These controls include data confidentiality policies and regular database backups.

Encryption Policy - Please be aware that the information you send to us in the information request form, privacy information request form, or in an email message will not be encrypted. Do not send any confidential information within clear text forms or email messages. If you want to give us confidential information, please call us at the number given at the bottom of this page.

Storage of Personally Identifiable Information (PII) - We do not store any personally identifiable information on our web server.

Accountability - Information security personnel ensure the security of the information we process and store.

Policies and Procedures - ITDE has internal policies and procedures to limit access to your information to only those who have a business need to view it.

Sensitive Communicating Via Email and Web Page

Sending Confidential Information – Web sites visitors must not use this site to submit

confidential information to ITDE. To arrange for the delivery of highly sensitive information, contact ITDE directly by calling 520-745-8771 to communicate any confidential information.

Collecting Confidential Information – ITDE does not collect personal information via web forms.

Privacy Policy Changes

Policy Change Notice - We may occasionally make changes to our privacy policy to reflect changes in legal and regulatory requirements, or as necessary as we upgrade or modify our technology, applications and service offerings. We recommend you visit our site to review our privacy policies occasionally.

Customer Information Requests - With respect to this web site, there are two options regarding your personal information. If you wish to contact us about our products or services, then you need to disclose your contact information so that we can service your request. If you wish to remove your name and related information from our contact database, we will promptly take action to comply with your request. We are pleased to process address error correction notices and address change requests through any of the following channels:

- ◆ Sending electronic mail to mjensen@itde.com
- ◆ Sending regular mail to 4765 S Overland Dr Tucson, AZ 85714
- ◆ Calling [insert telephone number] during regular business hours [time zone]
- ◆ Faxing [insert fax number] any time of day or night

Privacy Policy Questions and Problems: If you have any specific questions or concerns about our privacy policy or practices, including any suspected potential disclosures of your personal information, please use the following contact information:

- ◆ Michelle Jensen
- ◆ Industrial Tool Die & Engineering, Inc
- ◆ 4765 S Overland Dr
- ◆ Tucson, AZ 85714
- ◆ 520-745-8771x109
- ◆ Fax 520-571-0894
- ◆ Email- mjensen@itde.com

