

## **Girton Manufacturing Co., Inc. Privacy Policy**

This privacy policy defines how Girton Manufacturing Co., Inc. uses and protects any information that you provide to us when using this website. Any information by which you can be identified will only be used as outlined in this privacy policy with the goal to better serve our customers. We are committed to ensuring that your privacy is protected and that any and all information provided to us remains secure.

### **WHAT WE COLLECT**

Personally Identifiable Information (PII) is defined as any information that can be used to identify, locate or contact a specific individual.

Through the use of a contact form we may collect the following:

- Name
- Contact information such as email address and phone number
- Details of the resources accessed or downloaded from the website

### **AUTOMATIC COLLECTION OF DATA**

In addition to forms and downloads, certain customer data is automatically collected during each visit to our website. We use this information to continue to provide and improve access to our website along with broad demographic information for aggregate use only. This includes non-identifiable information such as:

- Geographic location you are accessing our website from
- What device you are visiting on (mobile, tablet or desktop)
- What website or search engine you used to get to our website
- What pages you first accessed and which pages you last accessed before leaving

Note that we do not use any of this type of information to learn about you personally or to further attempt to contact you.

### **WHAT WE DO WITH THE INFORMATION WE COLLECT**

We use any personally identifiable information solely to be able to provide to you better service and to better address your needs. This is included in our internal record keeping policies for customer contact forms and information requests.

Additionally we may use collected demographic information to improve our products and services available on our website.

## **INFORMATION SHARING AND DISCLOSURE**

Personal information collected or shared while visiting our website is used only within the normal business practices carried out by Girton Manufacturing Co., Inc. and is not sold or rented to third parties. Personal information is shared only as defined by this Privacy Policy.

We will not sell, distribute or lease your personal information to third parties unless we have your explicit consent or are required by law to do so.

## **SECURITY AND DATA PROTECTION**

We strive to ensure that all information provided by visitors and customers are and continue to remain secure. Standard procedures and digital safeguards are in place to secure any information we obtain through online actions.

In the event of a suspected breach of information resulting in potential risk to an individual's rights, appropriate measures will be taken to inform those individuals in a reasonably timely manner.

## **CONTROLLING YOUR PERSONAL INFORMATION**

You are in control of any personal information you provide to Girton Manufacturing Co., Inc through use of our website or submittal of a contact form. At any point upon request you may:

- Ask for a copy of any and all personal information
- Ask for personal information to be corrected or updated
- Ask to remove any and all personal information from our records
- Remove permission to use your personal information for direct contact (if you had previously agreed)

Any of the above requests can be brought to our attention by contacting us at [info@girton.com](mailto:info@girton.com)

Unless otherwise noted, we will retain your Personal Information for as long as necessary in keeping with the purposes for which it is collected as detailed in this policy.

## **UPDATES AND NOTIFICATION**

The contents of this policy will be reviewed and updated as needed. Changes to the policy will be made available publicly on our website and made available when completing a contact form. Notifications of any changes will be displayed on our website.

## **CONTACT US**

For any general inquiries pertaining to this privacy policy or concerns with your Personal Information please email us at [info@girton.com](mailto:info@girton.com)