



# Architectural Products

Welcome to Inpro Corporation's privacy policy.

Inpro Corporation (referred to as Inpro, "Company", "we", "us", or "our") respects your privacy and is committed to protecting your personal data. This privacy policy discloses how we collect and use personally identifiable information ("Personal Information") when you visit our website [www.inprocorp.com](http://www.inprocorp.com) ("Website") (regardless of where you visit from).

## 1. Important Information

### Purpose of This Privacy Notice

The following sets forth the policies for the collection and use of Personal Data, defined below, by Inpro through your use of the Website, including any Personal Data you provide through the Website when you purchase a product, sign-up for marketing related communications, take part in a sweepstakes or competition, or log-in.

It is important to read this privacy policy in conjunction with any other privacy policy or fair processing notice we may provide on specific occasions when we are collecting or processing Personal Data so that you are fully aware of how and why we are using that data. This privacy policy supplements the other notices and is not intended to override them.

### Data Control

Inpro is the controller and is responsible for your Personal Data and for the Website. We have created a process for overseeing questions in relation to this privacy policy. If you have any questions about this policy or any of your Personal Data that Inpro may be storing or otherwise processing, including any requests to have your Personal Data removed, corrected or updated, please contact us at:

Inpro Corporation

Email:  
[dataprivacy@inprocorp.com](mailto:dataprivacy@inprocorp.com)

Mail:  
S80 W18766 Apollo Drive  
Muskego, WI 53150 USA

Telephone:  
800-222-5556

### No Collection of Information from Children

The Website is not intended for users under the age of 18, nor does Inpro knowingly collect or retain information in connection with the Website from children under the age of 13. If you are under the age of 13, please do not attempt to use the Website, register at the Website or provide any personal information to us. We will delete any personal information that we learn was collected from a child under the age of 13. If you believe we have collected personal information from a child under the age of 13, please contact us via the contact information above.

### EU General Data Protection Regulation Complaint

If you are a person providing your Personal Data from a country within the European Union and you have any privacy concerns, please contact us via the contact information indicated above. If you have an unresolved privacy concern related to your Personal Data, you have the right to make a complaint to a supervisory authority.

### Changes to the Privacy Policy; Updating Your Personal Data

This version was last updated June 12, 2018.

Inpro reserves the right to review and update this Privacy Policy at any time. Any such revisions will be effective on the date of posting to [www.inprocorp.com](http://www.inprocorp.com) and, to the extent permitted by applicable law, will apply to all information collected by Inpro both prior to and following the effective date. Users should visit this page periodically to review the current privacy policies.

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It is important that the data we hold is accurate and current. Please keep us informed if your Personal Data changes during your relationship with us.

## Third Party Links

The Website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third-parties to collect or share data about you. We do not have control over those third-party websites and are not responsible for their privacy policies. When you leave the Website, we encourage you to read the privacy policy of every website you visit.

## 2. The Data We Collect About You

“Personal Data”, or Personal Information, as referenced in this policy means any information, identified and listed below, relating to an individual from which that individual can be directly or indirectly identified. Personal Data does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of Personal Data about you:

- Identity data: may include first name, last name, and title.
- Contact data: may include billing address, delivery address, email address, fax numbers and telephone numbers.
- Financial data: may include bank account and payment information.
- Transaction data: may include payment details, products and services details you have purchased from us.
- Technical data: may include internet protocol (IP) address, login data, browser type/version, time zone and location, operating system/platforms, referring sites, and other technology on the devices you use to access the Website.
- Profile data: may include username and password, your purchases, type code, industry information, customer account number, feedback and survey responses.
- Usage data: may include information about how you use the Website, products and services.
- Marketing and Communication data: may include marketing preferences and your communication preferences.

We also aggregate Personal Data (“Aggregated Data”) as statistical or demographic data that we use to improve the performance of the Website. Aggregated Data may be derived from your Personal Data but has been anonymized to prevent its ability to directly or indirectly reveal your identity.

We do not collect any special categories of Personal Data, such as details about your race, ethnicity, religious or philosophical beliefs, political opinions, health, or biometric data. Nor do we collect any information about criminal convictions and offences.

## 3. How Is Your Personal Data Collected

In connection with our operation of the Website, we collect Personal Data in the following ways:

- Direct interactions: you may give us your Personal Data by filling in forms or by corresponding with us by mail, email, fax or phone. This includes Personal Data you provide when you:
  - Purchase our products or services
  - Create an account on the Website
  - Subscribe to our marketing and publications
  - Request marketing information be sent to you
  - Enter a competition, promotion or survey
  - Provide us any other form of feedback
- Automated technologies or interactions: we may automatically collect technical data about your equipment, browsing actions and patterns. We collect this data by using embedded web links, web beacons, cookies, web server logs and

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other similar technologies. For more information please see our Cookie Policy at <https://www.inprocorp.com/cookie-policy>.

- Third parties or publicly available sources: we may share and/or receive Personal Data about you from various third parties and public sources such as:
  - Analytics providers such as Google Analytics
  - Advertising networks such as Google Remarketing

Purpose	Type of Data	Reason
To register as a new customer	Identity, Contact	Sell products and services
To process and deliver an order which includes payments, fees, charges, collection of money, shipping and orders	Identity, Contact, Financial, Transaction and Marketing	Sell and deliver products and services
To manage our relationship which includes changes to terms, conditions, subscriptions, surveys, and feedback	Identity, Contact, Profile and Marketing	Fulfill contract for products and services, comply with legal obligations, keep our records updated and to better understand how customers use our products and services
To enable people to partake in prize drawings, competitions or complete surveys	Identity, Contact, Profile, Usage and Marketing	Provide enhanced customer experiences, understand how products and services are used and develop and grow business
To administer and protect our business and the Website including troubleshooting, data analysis, testing, maintenance, and reporting	Identity, Profile, Contact and Technical	Running our business, provision of administration and IT services, network security and fraud prevention and to comply with any legal obligations
To deliver relevant website content and advertisements and measure or understand the effectiveness of advertising	Identity, Contact, Profile, Usage, Marketing and Technical	Improve our customer experience, better develop products and services and to inform marketing strategies

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To use analytics to improve the Website, products and services and marketing	Technical and Usage	Define types of customer for our products and services, develop them and grow our business
To make suggestions and recommendations about good or services	Identity, Contact, Technical, Usage and Profile	Develop products and services and grow business

Inpro may disclose Personal Data when it determines it is necessary to comply with applicable laws or regulations; in connection with a merger, acquisition, asset purchase, joint venture or sale of Inpro, or to protect the interests or safety of Inpro, its customers, or other visitors to the Website.

### Change of Purpose

We will only use your Personal Data for the purposes for which we collect it unless we reasonably consider that we need to use it for another purpose which is compatible with the original purpose. Please note that we may process your Personal Data, in compliance with the above rules, where such processing is required or permitted by law.

The Website may offer features and services that are administered or provided by third parties hired by the Company. To receive these services, you may be required to provide these third parties with personal information. All such services are subject to separate terms and conditions established by our third-party providers, including separate privacy policies, which may be different than this privacy policy.

### 5. Disclosures of Your Personal Data

We may share your Personal Data with third parties for the purposes set forth in Section 4. For example, we may provide your name and address to credit card processors. Third parties may also consist of those whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire, merge or partner with other businesses. If such a change happens to our business, your Personal Data will continue to be used in the same manner as set forth in this privacy notice. We expect all third parties to respect the security of Personal Data and to treat it in accordance with the law.

### 6. Data Security

We have put in place appropriate physical, technical and administrative security measures to prevent your Personal Data from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. However, no medium of communication, including the Internet, is entirely secure, and Inpro cannot guarantee the security of any Personal Data that is disclosed online. We have put in place procedures to deal with any suspected data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### 7. Retention of Personal Data

Inpro will retain your Personal Data to fulfill the purposes for which it was collected. Inpro may also retain and use the Personal Data as necessary to comply with its business requirements, legal obligations, resolve disputes, protect its assets, and enforce its agreements.

### 8. Your California Privacy Rights

If you are a California resident and a customer of Inpro, California Civil Code Section 1798.83 permits you to request information

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regarding Inpro's disclosure of Personal Data to third parties for direct marketing purposes. To make a request, please contact us at the information in Section 1.

## 9. EU General Data Protection Regulation - Data Retention and Legal Rights

We will only retain your Personal Data for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, business, or reporting requirements.

Under certain circumstances, you have rights under data protection laws in relation to your personal data, these rights include the right to:

- Request access: commonly known as a "subject access request", enables you to receive a copy of the Personal Data we hold about you and the purposes for which it is being processed.
- Request correction: enables you to have any incomplete or inaccurate Personal Data we hold about you corrected, though we may need to verify the accuracy of the new Personal Data you provide us.
- Request erasure: generally enables you to have your Personal Data deleted or removed.
- Object to processing: you can object to our processing your Personal Data when you feel it impacts on your fundamental rights and freedoms.
- Request restriction of processing: enables you to suspend the processing of your Personal Data in the following scenarios: a) if you want us to establish the Personal Data's accuracy; b) where our use of the Personal Data is unlawful but you do not want us to erase it; c) where you need us to hold the Personal Data even if we no longer require it as you need to establish, exercise or defend legal claims; or d) you have objected to our use of your Personal Data but we need to verify whether we have overriding legitimate ground to use it.
- Request transfer of data: we will provide your Personal Data to you or a designated third party in a structured, commonly used machine-readable format.
- Withdraw consent at any time: enables you to remove your consent where we are relying on it to process your Personal Data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is would occur at the time you ask to withdraw your consent.
- If you have an unresolved privacy concern related to Personal Data collected, processed or transferred to Inpro, you have the right to submit a complaint to a supervisory authority.

## What You May Need to Provide

We may need to request specific information from you to help us confirm your identity and ensure your right to access your Personal Data (or to exercise any of your other rights). This is a security measure to ensure that Personal Data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

## Time Limit for Response

We will try to respond to all legitimate requests within one month. Occasionally it may take us longer if your request is complex or you have made a number of requests.

## 10. Processing Data in the United States

Inpro stores customer information on servers located in the United States. The United States is not recognized as having adequate safeguards by some jurisdictions. Residents and citizens of other countries and jurisdictions outside of the United States should note the transfer to and processing of personal information on servers located in the United States may not provide the same protection of such information as required under the laws of your resident or location.

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## **11. Governing Law and Jurisdiction**

This policy, and Inpro's collection and use of customer information, shall be governed and interpreted in accordance with the laws of the United States and the State of Wisconsin. Any disputes arising out of this Policy shall be adjudicated in Waukesha County Wisconsin or a federal court of competent jurisdiction in the Eastern District of the State of Wisconsin.

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