

CDH PRIVACY POLICY

1. Introduction

CDH Custom Roll Form LLC (“**CDH**,” “**us**” or “**we**”) respects your privacy and is committed to protecting it through our compliance with this policy (this “**Privacy Policy**”).

This Privacy Policy covers all personal information collected in the use of our websites, support service webforms and online applications. If our privacy practices differ from those explained in this Privacy Policy, we will let you know at the time we collect your information.

Please read this Privacy Policy carefully to understand our policies and practices for processing and storing your personal information. This Privacy Policy may change from time to time (**see Changes to Our Privacy Policy**). If you have any questions, please contact us as set forth in Section 13 (**Contact Us**).

2. Information We Collect

We collect several types of information from and about users including information by which you may be personally identified, either directly or indirectly (“personal information”), including:

- Identity Data including your name, postal address, email address, telephone number, username, company name, job title, or similar identifier.
- Commercial Data including records of products and services you have purchased, obtained or considered.
- Contact Data including your postal address, email address, and telephone numbers.
- Technical Data including your internet protocol (IP) address, your login data, browser type and version, time zone setting, location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access the Services.
- Profile Data including your username and password, your product preferences, and feedback.
- Usage Data includes information about how you use our websites and online applications and our products and services.
- Professional, Employment, or Education Data if you apply for a job with us.
- Marketing and Communications Data including your preferences in receiving marketing from us and your communication preferences.

Personal information does not include information where the identity has been removed.

We may also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose, which we do not treat as personal information. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a feature on the Services. However, if we combine or connect Aggregated Data with your personal information so that it can directly or indirectly identify you, we treat the combined data as personal information which will be used in accordance with this Privacy Policy.

If you fail to provide personal information

Where we need to collect personal information by law, or under the terms of a contract we have with you, and you fail to provide that information when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with products or services). In this case, we may have to cancel a product or service you have with us, but we will notify you if this is the case at the time.

We do not collect information from children

We do not knowingly collect personal information from children under 18. If you believe we might have any information from or about a child under 18, please contact as set forth in Section 13 below.



3. How We Collect Information About You

We may use different methods to collect information from and about you including through:

- **Direct interactions.** You may give us information about you by filling in forms or by communicating with us by text, e-mail, or otherwise. This includes information you provide when you create an account, register to use our Services, conduct a search, submit feedback, and when you report a problem with our Services.
- **Automated technologies or interactions.** As you interact with our websites and online applications, we may automatically collect technical data about your equipment, browsing actions and patterns as specified above. We collect this information by using cookies, server logs, web beacons, and other similar technologies.
- **Third parties or publicly available sources.** We may receive information about you if you visit other websites employing our cookies or from third parties including, for example, from your employer as well as our business partners and service providers such as sub-contractors in technical services, BIM third party systems, analytics providers, search information providers, data brokers, aggregators.

4. Cookies and Automatic Data Collection Technologies

Our websites and online applications use automatic data collection technologies to distinguish you from other users of our websites and online applications. This helps us deliver a better and more personalized experience when you browse our websites or use our online applications. It also allows us to improve our websites and online applications by enabling us to:

- Estimate our audience size and usage patterns.
- Store your preferences so we may customize our experience according to your individual interests.
- Speed up your searches.
- Recognize you when you return to our websites and online applications.

We also may use these technologies to collect information about your online activities over time and across third-party websites or other online services (behavioral tracking).

We may use Google Analytics to provide certain analytics services for us. More information about how Google Analytics collects and processes data can be found:

- Google: <https://policies.google.com/technologies/partner-sites>

Many browsers have a “Do Not Track” (DNT) setting that sends a signal to websites and other web services you encounter while browsing to stop tracking your activity. Our websites and online applications do not respond to DNT signals and operate as described in this Privacy Policy whether or not a ‘do not track’ signal is received. If you do not wish to participate in behavioral tracking activities, you should follow the opt-out process described in section 8: Your Choices About Your Information.

The technologies we use for this automatic data collection may include:

- **Cookies (or browser cookies).** A cookie is a small file placed on the hard drive of your computer. For information about managing browser settings to refuse cookies, see Your Choices About Your Information. The data we collect by using cookies is used to customize our website to your needs. After we use the data for statistical analysis, the data is completely removed from our systems. Please note that cookies don’t allow us to gain control of your computer in any way. They are strictly used to monitor which pages you find useful and which you do not so that we can provide a better experience for you.
- **Web Beacons.** Pages of our Services and our e-mails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit CDH, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity).



5. Links to Other Websites

Our website contains links that lead to other websites. If you click on these links, we are not held responsible for your data and privacy protection. Visiting those websites is not governed by this privacy policy. Make sure to read the privacy policy documentation of the website you go to from our website.

6. How We Use Your Information

We use personal information that we collect about you or that you provide to us, including any personal information:

- To communicate with you.
- To operate our websites and online applications.
- To provide you with information, products, or services that you request from us.
- To process your job application.
- To provide service and support.
- To track your preferences related to our contact with you.
- To fulfill our contractual responsibilities with your company
- To notify you about changes to our websites and online applications, or any products, software, or services that we have provided to you.
- To contact you about our own and third-parties' products and services that may be of interest to you.
- To allow you to participate in interactive features through the website and online applications.
- For AIA Continuing Education or Architectural Specifications.
- To fulfill any other purpose for which you provide it.
- In any other way we may describe when you provide the information.

7. Disclosure of Your Information

We may share non-personal information without restriction. We may share your personal information with:

- Our subsidiaries and affiliates.
- Business partners, suppliers, sub-contractors, service providers, and other third parties we use to support our business.
- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by us when you provide the information.
- With your consent.

We may also use and disclose your personal information:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal information to the prospective seller or buyer of such business or assets.
- To a buyer or other successor in the event of merger, divestiture, restructuring, reorganization, dissolution or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation or similar proceeding, where one of the transferred assets is the personal information we hold.
- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce or apply our Terms of Use, agreements governing use of our online applications, and other contracts. Terms found at: <https://www.cdhrollform.com/terms-conditions>
- To protect the rights, property, or safety of our business, our employees, our customers, or others. This includes exchanging information with other companies and organizations for the purposes of cybersecurity, fraud protection and credit risk reduction.
- To ensure network and information security, including preventing unauthorized access to our computer and electronic communications systems and preventing malicious software distribution.



8. Your Choices About Your Information

We strive to provide you with choices regarding the personal information you provide to us. We have created mechanisms to provide you with the following control over your information:

- **Cookies and Automatic Data Collection Technologies.** You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. However, if you disable or refuse cookies, please note that some parts of the Services may become inaccessible or not function properly. Unless you adjust your browser settings to refuse cookies, our system will issue them. If you do not want Google Analytics to be used in your browser, Google Analytics provides an opt-out tool which can be found [here](#).
- **No Third Party Advertising.** We do not currently share personal information that we collect for preference-based advertising purposes or allow third parties onto our websites or online applications to do the same. We do not currently have any plans to do so through our websites or online applications. However, if we do in the future work with third parties then we will update our Privacy Policy at that time.

Our websites and online applications may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates, or plug-ins enabling third-party features. If you follow a link to any third-party website or engage a third-party plug-in, please note that these third parties have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal information to these third parties.

9. Accessing and Correcting Your Information

If you have set up an account to use our online applications, then you can access, review and change your personal information by logging into our account.

You may also send us an email at info@cdhrollform.com if you have questions about any personal information that you have provided to us.

10. Your California Privacy Rights

We collect certain employment-related personal information about California-residents who are employees, job applicants, contractors or other similar individuals. A copy of our California Consumer Privacy Act (CCPA) notice for these persons can be requested via email at info@cdhrollform.com. The CCPA currently exempts personal information reflecting a written or verbal business to business communication (“**B2B personal information**”) from its requirements. If this changes, we will update our California privacy notice at that time. Other than with respect employment-related personal information and certain B2B personal information, we do not collect personal information from or about California consumers.

11. Data Security

We use commercially reasonable physical, technical and administrative security measures and safeguards to protect the confidentiality and security of your personal information. However, since the Internet is not a 100% secure environment, we cannot guarantee, ensure, or warrant the security of any information you transmit to us.

The safety and security of your information also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our websites or online applications, you are responsible for keeping this password confidential. We ask you not to share your password with anyone. If you believe that your password has been compromised, we ask that you immediately contact us as set forth below.

12. Changes to Our Privacy Policy

We may update our Privacy Policy from time to time. If we make material changes to how we treat our users' personal information, we will post the new Privacy Policy on this page with a notice that the Privacy Policy has been updated. The date the privacy policy was last revised is identified at the top of the page. You are responsible for periodically visiting this Privacy Policy to check for any changes.

13. Contact Information

To ask questions or comment about this Privacy Policy and our privacy practices, contact us at: info@cdhrollform.com. If you have general questions, you can contact us using the information found on our [Contact Us page](#).