

Last Updated: 07.15.2022

Computer Techniques, Inc. (“CTI,” “we,” etc.) is committed to protecting the privacy of our users (“User,” “you,” etc.) on our website (“Site”) as you explore or use our properties for lease, products and services (all, “Products”). This Privacy Policy will help you to understand how we collect, use and safeguard information you provide to us and to assist you in making informed decisions when using our Site and our Products. We will update this Privacy Policy as necessary in light of new technologies, business practices and our User’s needs. This Privacy Policy applies to this Site and our Products and governs data collection and use at this Site and our Products.

## **Consent**

CTI has a banner on the Site to let you know we use cookies and to obtain your consent. We hope you will click “Accept,” but we will rely for consent on your browser settings if they are set to accept cookies when you continue to use the Site. A “Revoke” option is available to revoke consent.

## **When and what information we collect**

We collect personal Information from you when you fill out a form or download a document. When ordering or registering on our Site, as appropriate, we may ask you to enter your name, e-mail address, phone number or postal address. You may, however, visit our site anonymously. We may also collect information contained in any e-mail or other communication you send to us or information you give to us in any other way, as well as information required for the payment for Products that you order from us, including credit card numbers, security codes and other financial information. We may collect certain tracking information consistent with Google Analytics for internal tracking. All of this is “Personal Information.” We do not sell or rent Personal Information to anyone. Except as otherwise provided in this Privacy Policy, we strive to keep your Personal Information private and will not share it with third parties.

As you use our Site or Products, we may also collect certain passive information, including your Internet Protocol address, browser type, and operating system. We also use cookies, web beacons and navigational data like Uniform Resource Locators (URL) to gather information regarding the date and time of your visit and the solutions and information you searched and viewed. We collect this type of information to make our Site and Products more useful to you. We do not deem this information as Personal Information.

*The technologies we use for this automatic data collection may include cookies, flash cookies, and/or web beacons, described below:*

**Cookies** (or browser cookies). A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting you may be unable to access certain parts of our Site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Site, allowing us to enhance your user experience.

**Flash Cookies.** Certain features of our Site may use local stored objects (or flash cookies) to collect and store information about your preferences and navigation to, from and on our Site. Flash cookies are not managed by the same browser settings as are used for browser cookies. **Web Beacons.** Emails and newsletters sent electronically, as well as pages of our Site, may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags and single-pixel gifs) that permit us, for example, to count users who have visited those pages or opened an e-mail and for other related Site statistics (for example, recording the popularity of certain website content and verifying system and server integrity).

If you visit this Site with an open ID (such as Facebook), you may also be sharing and integrating data with third-party social media sites, and we may track aggregate data about the number of visits to this site with an open ID, the number of items “liked” on this site, or items on this Site that you choose to share with a third-party social media site.

### **What we use your information for**

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

- To process transactions. If you purchase Products from CTI, we may transmit your Personal Information to payment processors. We may also use your Personal Information to carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection.
- To deliver Products or purchase website marketing services.
- To present our Website and its contents to you.
- To send you information and updates pertaining to our service, occasional company news, updates, related product or service information, etc.

We may also use information that you provide in any other way that we describe when we solicit or you provide the information and for any other purpose with your consent.

If at any time you would like access to your own Personal Information, to correct existing Personal Information, or to remove your Personal Information, please send an e-mail to [privacy@cticomputers.com](mailto:privacy@cticomputers.com). (We will treat any subsequent use you make of the Site as a new contact.)

### **Disclosure of Your Information**

We may convert or combine some of your Personal Information into de-identified or aggregated data that does not disclose any of the Personal Information of any individual user. We may disclose any such de-identified or aggregated data without restriction.

We may disclose Personal Information to our subsidiaries and affiliates and to any contractors, service providers and other third parties who need to know such information to support our permitted uses of Personal Information. In these cases, the recipient will have a comparable not to disclose your Personal Information. We may disclose such Personal Information to a buyer or other successor to our business in the event of a sale of equity or assets, reorganization, merger or a similar corporate transaction.

Some of the information that we collect from cookies relates to your personal use of the Site and our Products. That information allows us to store information about your preferences, speed up your searches and recognize you when you return to our Site or Products. Except as otherwise expressly provided in this policy, we do not share this information with third parties. Other information that we collect from cookies and web beacons is not tied to your Personal Information and enables us to estimate our audience size and usage patterns. We may share this traffic data with third parties.

We may also disclose your Personal Information for any other purpose disclosed when the information is provided, and for any other purpose with your consent.

We may also disclose your Personal Information to comply with any court order, law or legal process, including to respond to any government or regulatory request and to enforce or apply our terms of use or terms of sale, including for billing and collection purposes, or if we believe disclosure is necessary or appropriate to protect the rights, property, or safety of our customers or others. This includes exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction.

### **How do we protect your information?**

We implement a variety of security measures to maintain the safety of your personal information when you place an order or enter, submit, or access your Personal Information.

### **Third party links**

Occasionally, at our discretion, we may include or offer third-party products or services on our Site. These third-party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

### **Children's Online Privacy Protection Act Compliance**

We are in compliance with the requirements of COPPA (Children's Online Privacy Protection Act), we do not collect any information from anyone under 13 years of age. Our website, products and services are all directed to people who are at least 13 years old or older. We do not knowingly collect Personal Information from children under 13. If you are under 13, do not use or provide any information on this Site, make any purchases through this Site, use any of the interactive or public comment features of this Site or provide any information about yourself to us, including your name, address, telephone number, e-mail address or any screen name or user name you may use. If we learn we have collected or received Personal Information from a child under 13 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13, please contact us at [privacy@cticomputers.com](mailto:privacy@cticomputers.com).

### **California Privacy Rights**

California Civil Code Section § 1798.83 permits users of our Site that are California residents to request certain information regarding our disclosure of Personal Information to third parties for their direct marketing purposes. To make such a request, please send an e-mail to [privacy@cticomputers.com](mailto:privacy@cticomputers.com).

### **Online Privacy Policy Only**

This online privacy policy applies only to information collected through our website and not to information collected offline.

### **Users Outside of the United States**

Our Site is hosted in the United States and our Products are delivered from the United States. It is possible that certain information will be stored on servers in multiple other countries on the “cloud” or other similar distributed hosting platforms. If you are a user accessing our Site or Products from the European Union, Asia or any other region with laws governing personal data collection, use, and disclosure that differ from United States laws, please note that you are transferring your Personal Information outside your home jurisdiction, and that by providing your Personal Information you are consenting to the transfer of your Personal Information to the United States and other jurisdictions as indicated above, and to our use of your Personal Information in accordance with this policy.

### **Changes to our Privacy Policy**

If we decide to change our privacy policy, we will post those changes on this page. If we make material changes to how we handle Personal Information, we may notify you by e-mail to the primary e-mail address specified in your account and/or through a notice on our Site and Products. The date the privacy policy was last revised is identified at the top of the page. You are responsible for ensuring we have an up-to-date active and deliverable e-mail address for you, and for periodically visiting our site and this Privacy Policy to check for any changes.

### **Contacting Us**

If there are any questions regarding this privacy policy you may contact us using the information below.

Email us at: [privacy@cticomputers.com](mailto:privacy@cticomputers.com)

### **Or mail us at:**

Marketing Department  
Computer Techniques, Inc.  
520 N. Cheney St.  
Taylorville IL, 62568