

## **Certified Wood Products, Inc., PRIVACY STATEMENT**

**Effective Date:** October 1, 2022

Certified Wood Products, Inc., (CWPI) is committed to protecting your privacy when you visit, use, and actively enter information onto our website located at [www.certifiedwood.net](http://www.certifiedwood.net).

This Privacy Statement describes CWPI's information practices in relation to your use of the CWPI website. This Privacy Statement also applies to information collected by CWPI through offline contacts it may have with you. If you have any questions about this Privacy Statement, please contact Diane Haugen at 320-963-1500.

Please read this Privacy Statement before you browse and use the CWPI website. Your usage of the CWPI Website signifies to us that you have read and understood the terms of this Privacy Statement.

### **Changes to Our Privacy Statement**

We may need to update or revise this Privacy Statement from time-to-time in response to changing legal, technical, or business developments. We will post any new or revised Privacy Statement here. You can determine if this Privacy Statement has been revised since your last visit to the CWPI website by referring to the effective date at the top of this Privacy Statement.

### **Non-Personally Identifiable Information (Cookies):**

We do not use cookies on our website to track non-personally-identifiable information regarding visitors to our site,

### **Personal Information You Voluntarily Provide**

We collect this information though the normal course of business with you and via our on-line "Contact Us" website feature. We use this information to respond to your requests for information and provide customer service. Unless you ask us not to, we may contact you via email in the future to tell you about our products and services.

When you interact with us through the CWPI website, or offline directly with CWPI you may be asked to voluntarily provide your Personal Information in order to enable us to respond to you. As used herein, Personal Information refers to information that identifies, relates to, describes, is associated with, or is reasonably capable of being associated with a particular individual. Some common ways you may be asked to provide Personal Information to us include when you:

- Submit an inquiry through the CWPI website, or contacting us offline (e.g., email, text or phone), to learn more about our business, products, or career opportunities.
- Inquire online or offline about sales of products, such as how to buy products.

Depending on the nature of your interaction with us, the Personal Information that we may ask you to provide to us includes the following information:

- Your name, business address, email address, telephone number and other information that could be used to contact you
- Information necessary to provide products and services to you or your organization
- Instructions, comments, and opinions you provide when you contact us directly by email, text, our "Contact Us" feature, telephone, or mail
- Payment, credit, and transaction information for billing purposes (however, we do not collect any of this information via the CWPI website)
- Purchase history

- Information that you choose to provide to us when you interact with us
- Employment related information if you are an employee or former employee of the Company or are applying for a job with us
- Employment-related information if you've inquired about career opportunities
- Any other information you've provided us through the CWPI website "Contact Us" feature or provide to us through offline interactions that may be considered Personal Information
- Any information you may provide us at a networking function, tradeshow, etc.

### **How We Use Voluntarily Provided Personal Information**

As described above, you may voluntarily provide Personal Information to us in several ways. Please note that you do not have to provide us with your personal information to browse the CWPI website, and you are never under any obligation to provide your personal information. When you do provide us your Personal Information, you are authorizing us to use that information to fulfill the purposes identified herein in accordance with the terms of this Privacy Statement and to store your information on our servers located in the United States. You understand that your Personal Information may be subject to the laws of the United States, and that it may be accessible to governments, tribunals, law enforcement and regulatory agencies in the United States.

### **Use of Personal Information to Perform Services Requested and to Contact You**

CWPI uses Personal Information provided by Users to perform the services they request. For example, if you request product information or pricing information, CWPI will use the information provided to contact you about your interest in our products. If you inquire about a career with us, we will use the information provided to consider you for the position and to contact you regarding your application. If you do not provide Personal Information that is necessary to provide our products and services to you, we may not be able to provide our products and services.

If you disclose any Personal Information relating to other people to us you represent that you have the authority to do so and to permit us to use the information in accordance with this Privacy Statement.

### **Use of Personal Information for Marketing Purposes**

CWPI may use Personal Information provided by Users for marketing purposes. For example, if you inquire about CWPI products, CWPI may use your Personal Information that you provide to contact you to further discuss your interest in CWPI products and to send you information regarding CWPI. At any time, you may request that we stop contacting you for marketing purposes by sending an email with your request to [owen@certifiedwood.net](mailto:owen@certifiedwood.net). If you request that we not contact you for marketing purposes (by sending us an email), depending on the nature of our business relationship with you, we may still contact you for non-marketing purposes relating to our business relationship with you.

### **Third Party Analytics**

We may use third party analytics services, such as those of Google Analytics to help us analyze how our Website is used. To learn more about Google Analytics and an opt-out browser add-on, please click here: <https://tools.google.com/dlpage/gaoptout/>.

### **Third-Party Information-Sharing:**

We do not sell or rent customer lists or personally-identifiable information to any third parties. We will only share your information with third parties outside of our company, including providers of contracted products

and services, in order to process requests, provide information or provide customer service per your request. We do reserve the right to disclose your personal information if required to do so by law.

Please note that our website may contain links to other websites and social media platforms not managed or controlled by CWPI. We cannot verify the security of these external sites.

## **Sales**

CWPI does not sell its products, online, via the CWPI website.

## **Merger, Acquisition, or Sale**

We may transfer any and all Personal Information and Automatically-Collected Information to a party that is involved in a merger, acquisition or other sale or transfer of all or any portion of its assets or business in which information of Users is among the assets transferred. We will require the third party to agree to only use your Personal Information in accordance with this Privacy Statement, even after the transfer. But any new information you provide after the transfer will likely be subject to a new policy, and you should review that policy.

## **Required by Law**

Notwithstanding anything to the contrary in this Privacy Statement, CWPI reserves the right to disclose your Personal Information and Automatically-Collected Information, without your consent and without additional notice to you, if we reasonably believe we are required by law, rule, regulation, judicial proceeding, court order, subpoena, or similar legal process to do so; if we reasonably believe that disclosure is necessary to protect, establish, or exercise our rights or property, or to defend against legal claims; or if we reasonably believe that disclosure is necessary to protect our other Users or our employees, property, or business, or to take action regarding illegal activities or suspected fraud.

## **Accessing, Correcting and Updating Your Information; Your Rights Regarding Your Information**

If the information you have provided us changes and we need the new information in order to do business with you or contact you, please send an email to [owen@certifiedwood.net](mailto:owen@certifiedwood.net) with the new information. At times, CWPI may need to reach out to you to ask for that information as well.

## **Children's Privacy Statement**

Our products and services are not intended for those under the age of 18, and we will not knowingly collect Personal Information from such individuals under the age of 18.

## **Security of Collected Information**

CWPI uses commercially-reasonable physical, electronic, and administrative security measures to assist in protecting against the loss, misuse, and unauthorized alteration of Personal Information that is under our control. This includes the use of firewalls, encryption of data, voluntary vulnerability scans and penetration testing, workforce training and education, and other security measures such as a Website SSL certificate. Unfortunately, no data storage system, or system of transmitting data over the Internet or wireless network, can be guaranteed to be 100% secure, and no security system can prevent all security breaches. As a result, we do not and cannot guarantee the security of our servers or any Personal Information or Automatically-

Collected Information provided to us in connection with your use of the CWPI website or when you interact with us.

### **Tracking Online Activities**

Your web browser may have a “Do Not Track” feature that is intended to automatically inform websites you visit to not track your online activities. Our website does not process or respond to these “Do Not Track” signals from your browser.

The CWPI website may contain links to other websites not owned or operated by CWPI. These websites may set cookies that obtain information about the fact that a web browser visited the CWPI website from a certain IP address. These websites are not authorized to collect any other personal data from the CWPI website unless you provide it to them directly.

### **IP Address**

Your IP address is automatically assigned to your computer by your internet service provider. An IP address may be identified and logged automatically in our server log files whenever a user accesses our website. Collecting IP addresses is standard practice and is done automatically by many websites.

### **Marketing-Based Communications**

If you supply us with your address (mailing or email), you may receive periodic mailings from us on our products and services and other industry-related news. If you do not wish to receive such mailings (whether by email or paper mail), please let us know by emailing [owen@certifiedwood.net](mailto:owen@certifiedwood.net). Please provide us with your exact name, mailing address, and email address.

### **Retention, Storage and Removal**

We may retain all Personal Information and Automatically-Collected Information in our databases for long as necessary to perform the business purposes for which we’ve collected it, or until you ask us to remove your information from our files, unless applicable laws require otherwise. When we no longer have ongoing business needs for using your Personal Information, we will either delete it, or securely store it deletion.. Note that even after you ask us to remove your information from our files, it may be impossible to remove some information, such as information tracked in our web server log files and information that may reside in backup files. This residual information is retained to preserve the integrity of our backed-up files and for business continuity purposes. We may also retain Automatically-Collected Information even after you request that we remove your information from our databases, for use in the aggregate to analyze and improve the CWPI website.

Further, even after you request that we remove your information from our databases, we may retain Personal Information and Automatically-Collected Information to comply with any applicable law, rule, regulation, or guideline; to prevent fraudulent activity; to protect ourselves against liability; and to allow us to enforce our contractual or other rights and to pursue available remedies and limit any damages we may sustain.

### **Links to Other Websites**

This Privacy Statement applies only to Personal Information and Automatically-Collected Information collected through the CWPI website or that you otherwise provide to CWPI. The CWPI website may contain links to other websites that are not owned or controlled by us (“Linked Sites”). We are not responsible or liable for and

have not reviewed the privacy practices of the Linked Sites, or the owners or operators of the Linked Sites. The owners and operators of the Linked Sites may have their own policies regarding privacy and security. We suggest that you familiarize yourself with them.

### **Not a Contract**

This Privacy Statement is not a contract but is intended to comply with applicable data privacy laws.

### **Contacting Us**

If you have questions regarding this Privacy Statement or the information practices pertaining to the CWPI website, please call CWPI at 320-963-1500 or send an email to [owen@certifiedwood.net](mailto:owen@certifiedwood.net).