

## ONLINE PRIVACY POLICY AGREEMENT

Empire Staple Company values its user's privacy. This Privacy Policy will help you understand how we collect and use personal information from those who visit our website or make use of our online facilities and services, and what we will and will not do with the information we collect. Our policy has been designed and created to ensure those affiliated with Empire Staple Company of our commitment and realization of our obligation not only to meet, but to exceed, most exiting privacy standards.

We reserve the right to make changes to this Policy at any given time. If you want to make sure that you are up to date with the latest changes, we advise you to frequently visit this page. If at any point in time Empire Staple Company decides to make use of any personally identifiable information on file, in a manner vastly different from that which is stated when information was initially collected, the user or users shall be promptly notified by email. Users at the time shall have the option as to whether to permit the use of their information in this separate manner.

This policy applies to Empire Staple Company, and it governs any and all data collection and usage by us. Through the use of [www.empirestaple.com](http://www.empirestaple.com), you are therefore consenting to the data collection procedures expressed in this Policy.

Please note that this policy does not govern the collection and use of information by companies that Empire Staple Company does not control, nor by individuals not employed or managed by us. If you visit a website that we mention or link to, be sure to review its privacy policy before providing the site with information. It is highly recommended and suggested that you review the privacy policies and statements of any website you choose to use or use or frequent to better understand the way in which websites garner, make use of and share the information collected.

Specifically, this policy will inform you of the following

1. What personally identifiable information is collected from you through our website.
2. Why we collect personally identifiable information and the legal basis for such collection.
3. How we use the collected information and with whom it may be shared.
4. What choices are available to you regarding the use of you data; and
5. The security procedures in place to protect the misuse of you information.

### **Information We Collect**

It is always up to you whether to disclose personally identifiable information to us, although if you elect not to do so, we reserve the right not to register you as a user or provide you with any products or services. This website collects various type of information, such as:

Voluntarily provide information which may include your name, address, email address, billing and/or credit card information etc. which may be used when you purchase products and/or services and to deliver the services you have requested.

In addition, Empire Staple Company may have the occasion to collect non-personal anonymous demographic information such as age, gender, household income, political affiliation, race and religion, as well as the type of browser you are using, IP address, or type of operating system, which will assist us in providing and maintaining superior quality service.

Please rest assured that this site will only collect personal information that you knowingly and willingly provide to us by way of surveys, completed membership forms, and emails. It is the intent of this site to use personal information only for the purpose for which it was requested, and any additional use specifically provided for on this Policy.

## **Why We Collect Information and For How Long**

We are collecting your data for several reasons:

To better understand your needs and provide you with the services you have requested:

To fulfill our legitimate interest in improving our services and products.

To send you promotional emails containing information we think you may like when we have your consent to do so;

To contact you to fill out surveys or participate in other types of market research, when we have your consent to do so.

To customize our website according to your online behavior and personal preferences.

The data we collect from you will be stored for no longer than necessary. The length of time we retain said information will be determined based upon the following criteria: the length of time your personal information remains relevant; the length of time it is reasonable to keep records to demonstrate that we have fulfilled our duties and obligations; any limitation periods within which claims might be made; and retention periods prescribed by law or recommended by regulators, professional bodies or associations; the type of contract we have with you, the existence of your consent, and our legitimate interest in keeping such information as stated in this Policy.

## **Use of Information Collected**

Empire Staple Company does not now, nor will it in the future, sell, rent or lease any of its customer lists and/or names to any third parties.

Empire Staple Company may collect and make use of personal information to assist in the operation of our website and to ensure delivery of the services you need and request. At times, we may find it necessary to use personally identifiable information as a means to keep you informed of other possible products and/or services that may be available to you from [www.empirestaple.com](http://www.empirestaple.com).

Empire Staple Company may also be in contact with you with regards to completing surveys and/or research questionnaires related to your opinion of current and potential future services that may be offered.

## **Disclosure of Information**

Empire Staple Company may not use or disclose the information provided by you except under the following circumstances:

As necessary to provide services or products you have ordered.

In other ways described in this Policy or to which you have otherwise consented.

In the aggregate with other information in such a way so that your identity cannot reasonably be determined.

As required by law, or in response to subpoena or search warrant.

To outside auditors who have agreed to keep the information confidential.

As necessary to enforce the Terms of Service.

As necessary to maintain, safeguard and preserve all the rights and property of Empire Staple Company.

### **Non-Marketing Purposes**

Empire Staple Company greatly respects your privacy. We do maintain and reserve the right to contact you if needed for non-marketing purposes (such as alerts, security breaches, account issues, and/or changes in Empire Staple Company products and services). In certain circumstances, we may use our website, newspapers, or other public means to post a notice.

### **Children under the age of 13**

Empire Staple Company's website is not directed to and does not knowingly collect personal identifiable information from children under the age of thirteen (13). If it is determined that such information has been inadvertently collected on anyone under the age of thirteen (13), we shall immediately take the necessary steps to ensure that such information is deleted from our system's database, or in the alternative, that verifiable parental consent is obtained for the use and storage of such information. Anyone under the age of thirteen (13) must seek and obtain parent or guardian permission to use this website.

### **Unsubscribe or Opt-Out**

All users and visitors to our website have the option to discontinue receiving communications from us via email or newsletters. To discontinue or unsubscribe from our website please send an email to [sales@empirestaple.com](mailto:sales@empirestaple.com). If you wish to unsubscribe or opt-out from any third-party websites, you must go to the specific website to unsubscribe or opt-out. Empire Staple Company will continue to adhere to this Policy with respect to any personal information previously collected.

## **Links to Other Websites**

Our websites does contain links to affiliates and other websites. Empire Staple Company does not claim nor accept responsibility for any privacy policies, practices and/or procedures of other such websites. Therefore, we encourage all users and visitors to be aware when they leave our website and to read the privacy statements of every website that collects personally identifiable information. The Privacy Policy agreement applies only and solely to the information collected by our websites.

## **Notice to European Union Users**

E-mail to Dianna at INxSQL 7/25/24

## **Security**

Empire Staple Company takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (e.g. credit card information), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for “https” at the beginning of the address of the webpage.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline, only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers and servers in which we store identifiable information are kept in a secure environment, This is all done to prevent any loss, misuse, unauthorized access, disclosure or modification of the user’s personal information under our control.

The company also uses Secure Socket Layer (SSL) for authentication and private communications to build user's trust and confidence in the internet and website use by providing simple and secure access and the communication of credit card and personal information.

### **Acceptance of Terms**

By using this website, you are hereby accepting the terms and conditions stipulated within the Privacy Policy agreement. IF you are not in agreement with our terms and conditions, then you should refrain from further use of our sites. In addition, your continued use of our website following the posting of any updates or changes to our terms and conditions shall mean that you agree and acceptance of such changes.

### **How to Contact US**

IF you have any questions or concerns regarding the Privacy Policy Agreement related to our website, please feel free to contact us at the following [sales@empirestaple.com](mailto:sales@empirestaple.com), 303-433-6803 or 200 East 55<sup>th</sup> Ave., Suite 100, Denver, CO 80216.

