

## PRIVACY POLICY

This privacy policy sets out how Custom Pipe & Fabrication Inc. ("CP&F") uses and protects any information that you provide to it.

CP&F is devoted to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when accessing your account information, you can be assured that such information will only be used in accordance with this privacy statement.

CP&F has a firm policy of protecting the confidentiality and security of information that we collect from our customers and vendors. We do not share your non-public personal information with unaffiliated third parties. Information is only shared with your consent except for the specific purposes below, in accordance with all applicable laws. Please read this policy carefully, it gives you important information about how we handle your personal information.

CP&F reserves the right to change this policy at any time.

### USE OF INFORMATION

We limit the collection and use of non-public personal information to the minimum we believe is necessary to deliver superior service to you. Services can include advising you about our products, invoice and payment information and the administration of our business.

### WHAT WE COLLECT

We obtain most non-public personal information directly from you or your agents whether in person, by telephone or electronically.

We may obtain the following information:

- First name, last name and job title
- Contact information including home address, email address, business address, home telephone numbers and business telephone numbers and emergency contacts
- Social Security Numbers or Federal Employer Identification Numbers ("FEIN")
- Employee Identification Numbers
- Banking information such as wiring information
- Accounts with us and transactions and interactions by us, with us or through us

### DISCLOSURE

We do not disclose any kind of non-public personal information about you that we have collected to anyone, except when we believe it necessary for the conduct of our business, or where disclosure is required by law. Except in those specific, limited situations, without your consent, we will not make any disclosures of non-public personal information to other companies.

## WHAT WE DO WITH THE INFORMATION WE GATHER

We require this information to understand your needs and provide you with better service, and in particular for the following reasons:

- Internal record keeping
- From time to time, we may also use your information to contact you for general account information for any business related purpose. We may contact you by email, phone, fax or mail
- We may use the information to customize our website or to otherwise provide better service to you
- We are required by law to provide certain information, including social security numbers and addresses, to the Internal Revenue Service and state and local taxing authorities

## SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. In ensuring that your information is secure we have established appropriate employee training and firewalls (both hardware and software) to prevent intrusions into our network through our website or otherwise.

## CONTROLLING YOUR PERSONAL INFORMATION

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.