



## WILLIAM VAUGHAN COMPANY

### Website Privacy Policy

William Vaughan Company and its affiliated entities (“us,” “we” or “our”) created this Website Privacy Policy (“Privacy Policy”) to ensure the confidence of our visitors and clients (“you” or “your”) with our Website (the “site”), and to demonstrate our commitment to fair information practices and to protect your privacy. We take great care in protecting the information you share with us.

1. Types of Information Collected.
  - a. Personal Information Collected. In order for you to access certain specialized services and/or to purchase products offered at the site, we may require you to provide us with information that personally identifies you (“Personal Information”). Personal Information may include:
    - (i) Contact Data (such as your name, mailing and e-mail addresses); and
    - (ii) Financial Data (such as your account or credit card number). If you communicate with us by email, or complete survey forms online, any information you provide may be collected as Personal Information.
  - b. Job Search. Through our site we provide access to employment listings under the title “Careers.” When you submit a resume, we will treat your resume with the same degree of confidentiality as if you had submitted it to us via regular mail. If you have any questions about this process, please contact our personnel partner, Jenny Furey at 419.891.1040

2. Uses of Information Collected.

We may use Contact Data to send you information about William Vaughan Company or our products or services, or promotional material, or to contact you when necessary. We may use your Financial Data to verify your qualifications for certain products or services and to bill you for products and services.

3. Confidentiality and Security of Personal Information.

Except as otherwise provided in this Privacy Policy we will keep your Personal Information private and will not share it with third parties, unless such disclosure is necessary to: (a) comply with a court order or other legal process; or (b) protect our rights or property, in which case we will make every effort to contact you prior to disclosing the information. Your Personal Information is stored on secure servers that are only accessible by our employees and our technology provider. We provide you with the capability to transmit your Personal Information via secured and encrypted channels if you use a similarly equipped web browser. We will first obtain your permission to release your Personal Information to third parties, except where noted above.

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An Independent Member of the BDO Alliance USA

5. Personal information and Credit Card Information is not retained by us.

For those who are registered to use the site to pay for products or services, you should know that we do not retain your personal information or the credit card information that you provide on our secure site.

6. Other Limits to Your Privacy.

The site contains links to other websites. We are not responsible for the privacy practices or the content of such websites. Please understand that any information that is disclosed in these areas becomes subject to the privacy policies and practices of those sites. We have no control over its use and you should exercise caution when deciding to disclose your Personal Information.

7. Updates and Changes to Privacy Policy.

We reserve the right, at any time and without notice, to add to, change, update or modify this Privacy Policy, simply by posting such change, update or modification on the site. Any such change, update or modification will be effective immediately upon posting on the site.

By accessing or using the William Vaughan Company site, you acknowledge that you fully understand and accept our privacy policy and all of the terms, conditions and limitations of the site.