

## **Privacy Policy**

Revised May 29, 2018

### **CONTACT US**

Company Name: Associated Graphics (AGI) (Hereby Referred to as “our”, “we”, “us” or “the company”)

Physical Address: 9021 Heritage Drive Ste L Plain City, OH 43064

Email: [info@agionline.com](mailto:info@agionline.com)

Phone: 614-873-1273

Link to contact us page on website: <http://www.agionline.com/contact-agi/>

We know that you care about how your personal information is used and shared, and we take protecting your data very seriously. This page and all other pages comprising the website (collectively the “Site”) are produced and operated by the company. If you have questions concerning this Privacy Policy or other aspects of the Site, please email us at the address in the Contact Us section of this Site. We may change or add to this Privacy Policy from time-to-time at our sole and absolute discretion, so we encourage you to review it periodically.

### **SCOPE**

This Privacy Policy applies to the collection of personal information from users of this Site. It relates to information we collect from you, including Personally Identifying Information (also referred to as “PII”) and information that does not identify you personally. PII may include some or all of: your name, mailing address, email address, telephone number, mobile phone number, passwords, credit/debit card information, user name and password, and demographic information.

This Privacy Policy applies to the use of our Platform (“Platform”) for delivering online advertising, including the use of our Platform on the Site but may be modified by the privacy provisions of the Platform or the Terms and Conditions of the Site incorporated by reference. For information about privacy on our Platform see your user agreement. By using this Site, you agree to be bound by this Privacy Policy, whether or not you register as a Registered User. Please read this Privacy Policy carefully.

### **INFORMATION COLLECTED AND USED BY US**

When a person, uses, registers or makes a purchase through the Site (“Registered User”), we may collect personal information submitted by the Registered User such as name, mailing address, email address, and telephone number. We use that information to authenticate Registered Users and to send notifications to those Registered Users relating to our service or other matters we deem may interest the Registered User,

including but not limited to special offers. We also use the information to provide the products and services requested by the Registered User.

Besides PII, we may log and collect non-PII such as IP address, profile information, aggregate user data, and browser type from users of the Site. Data collected is used to improve the website services, to analyze trends, to administer the Site, to track users' movements around the Site, and to gather macro demographic information about Site users. This non-PII may be shared with third-parties to provide more relevant services and advertisements to our users. If we share your email address with a third-party - a party other than us, our immediate contractors, and email service provider - the email will be shared solely in hashed, non-human readable form. IP addresses of those who visit the Site may also be recorded for security and monitoring purposes.

In addition, we may use pixel tags - tiny graphic images - to tell us what parts of the Website have been visited or to measure the effectiveness of users' searches performed on our Site. Pixel tags also enable us to send email messages in a format that our users can read. And they tell us whether emails have been opened. This assures we target our emails of interest to our users.

We may also use a Registered User's email address to send information such as updates or news regarding our company and our services. Our email messages may use "click-through URL" or similar technology linked to content on the Site. When you click one of these URLs, they pass through our web server before arriving at the destination web page. We track this click-through data to help determine interest in particular topics and measure the effectiveness of our customer communications. If you prefer not to be tracked simply avoid clicking text or graphic links in the email.

We may collect information for market research, about user activities on the Site and on related websites, and, if you are using a mobile device, information about the location of your device. We use this information to develop, deliver, and improve our products, services, and other offerings.

Except as otherwise described in this Privacy Policy, we will not disclose personal information to any third party unless we believe that disclosure is necessary: (1) to conform to legal requirements or to respond to a subpoena, search warrant or other legal process, whether or not a response is required by applicable law; (2) to enforce our Terms and Conditions or to protect our rights; or (3) to protect the safety of members of the public and users of the service. We reserve the right to transfer personal information to a successor in interest that acquires rights to that information because of sale or substantially all of its assets to that successor in interest.

We take your privacy seriously. We do not sell or rent your contact information to other marketers. To help us provide superior service, your personal information may be shared internally within the company. There are also times when we may make certain personal information about you available to companies that we have a strategic relationship with or that perform work for us to provide products and services to you on

our behalf. These companies may help us process information, deliver products to you, manage and enhance customer data, provide customer service, assess your interest in our products and services, or conduct customer research or satisfaction surveys. These companies are also obligated to protect your personal information under our policies. Without such information being provided, it would be difficult for you to access certain services, offers, and content on the Site, receive customer service, or provide us feedback to improve our products and services.

This Site and our services are oriented toward a general audience and intended for adults only. We do not knowingly collect personally identifiable information from those under the age of thirteen (13). If you believe that we have inadvertently collected personally identifiable information from a person under thirteen (13), please contact us so we can investigate and take any necessary remedial measures.

### **USE OF COOKIES**

We may use cookies to store users' preferences and to record session information. Cookies are for: (i) ensuring that visitors are not repeatedly offered the same advertisements; (ii) customizing newsletter, advertising, and Web page content based on browser type and user profile information; (iii) tracking usage to help us understand which parts of the Site are most popular, where our visitors are going, and how much time they spend there; (iv) analyzing the effectiveness of our customer communications, and (v) customizing user experiences; (vi) providing greater convenience to users, and (vii) other uses.

The cookies may reflect demographic or other data linked to data you voluntarily have submitted to us, e.g., your email address. This data is stored in hashed, non-human readable form. You may configure your browser to accept or reject all or some cookies, or notify you when a cookie is set. You can review the "Help" menu of your browser to learn how to change your cookie preferences. Most functions of our site require you to enable cookies.

We may allow third party advertisers to set and access their cookies on your computer via their pixel on our website and in email communications for which you have not opted out. These third parties may use cookies, pixel tags and other technologies to enable them to record which ads your browser has loaded and which pages you may have been viewing when the ads were delivered or accessed. The information collected through these functions is subject to the privacy policies of those third parties. If these sites use the Platform, the Platform's privacy policy applies.

### **DO-NOT-TRACK**

You may manage your settings in your web browsers to select "do not track." We do not warrant or represent that our Site will respond to the "do not track" settings in your browser. You may go to other sites to opt out of interest-based advertising. Some of these may include TRUSTe's Ad Choices, the Network Advertising Initiative's Consumer Opt-Out Page, the Digital Advertising Alliance's Consumer Choice Page, or

you can also visit Google's Ad Settings to manage the ads Google serves. We make not warranties or representations these or any other opt out sites will perform as described.

## **LINKS**

The Site may contain links to third party websites. We are not responsible for the privacy policies and/or practices on other sites. When linking to another site, a user should read the Privacy Policy stated on that site. Our Privacy Policy only governs information collected on this Site.

## **REGISTERED USERS**

Registered Users who have an account may modify their account information periodically. Registered Users who have an account can opt-out of receiving promotional messages or updates from us by selecting the options in Settings under their account. Promotional notification emails and our newsletters also include an opt-out link. Users may still receive email messages from us where necessary to provide a service you have requested or where necessary to inform you of critical information relating to your use of the Site.

## **SECURITY**

Registered Users-create passwords to keep their data secure. We take precautions to ensure that account information is kept private. We use reasonable measures such as encryption to protect private information stored within our database against loss, theft, and misuse, and unauthorized access, disclosure, alteration, and destruction. We restrict access to private information to those employees who need access to perform their job functions. When you enter sensitive information like credit card data on our order forms, we encrypt the transmission of that information using security technology. The encrypted connection between you and our systems allows the data to transmit securely. Your credit card or debit card information, is stored encrypted on restricted-access computers that are not directly accessible via the Internet. No method of electronic transmission or storage is completely secure, however, and we cannot guarantee the security of Registered User account information. Unauthorized entry or use, hardware or software failure, and other factors may compromise the security of user and Registered User information. Registered Users are urged to also take precautions to protect their personal data by changing passwords often using a combination of letters and numbers, and using a secure web browser. You may contact us with questions about the security measures we use on the Site

## **INTERNATIONAL USERS**

Our website is operated from the United States. We are a company headquartered in the United States. If you are located outside of the United States, the information you provide to us will be transferred to the United States and governed by applicable U.S. laws and regulations and this Privacy Policy. By using the Site, you consent to this transfer and the processing of your data (personal or otherwise) under U.S. laws and regulations and this Privacy Policy. The laws in the United States regarding the

processing of data (personal or otherwise) may be less stringent than the laws in your country.

### **YOUR CALIFORNIA PRIVACY RIGHTS**

California law permits certain users of our site who are California residents to request certain information regarding disclosure of personal information to third parties for such third parties' direct marketing purposes during the past year. You may make such a request by writing to us at the address below and the Contact Us section of this site or by emailing us. Please include the full name and contact information for your account in your request and include the statement "Your California Privacy Rights" in the subject field of your letter or email. Please allow thirty (30) days for a response.

### **CHANGES IN OUR PRIVACY POLICY**

We may change this Privacy Policy. This Privacy Policy will include a date when it was last updated. Please review this Privacy Policy every time you access the Site or use our Platform to make sure that you have reviewed the most recent version.

### **CONTACTING THE SITE**

If you have questions about this Privacy Policy, the practices of this Site, or your dealings with this Site, please contact us using the information provided in the contact us section at the beginning of this privacy policy.

### **DISPUTES**

Any disputes regarding this Privacy Policy are subject to our General Terms and Conditions and will be governed by the laws of the State of Ohio, applicable to agreements made and performed there.