

## AVATECH CORPORATION Privacy Policy

When you use Avatech sites, you must trust us with your information. Avatech and its affiliates are concerned about privacy issues and want you to be familiar with how we collect, use and disclose information. This Privacy Policy describes our practices in connection with information that we collect through activities that link to this Privacy Policy including websites (our “Websites”) and any mobile sites, applications, and other mobile interactive features (collectively, our “Apps”), through our official social media pages that we control (our “Social Media Pages”) as well as through HTML-formatted email messages that we send to you (collectively, including the Social Media Pages, Apps and Websites, the “Sites”). By providing Personal Information to us, you agree to the terms and conditions of this Privacy Policy.

### I. PERSONAL INFORMATION

#### Personal Information We May Collect

The “Personal Information” is information that identifies you as an individual, such as:

- Name
- Last Name
- Email address
- Postal address
- Country of residence
- Telephone number (including home, mobile, and work phone numbers)

If you submit any Personal Information relating to other people to us or to our service providers in connection with the Sites, you represent that you have the authority to do so and to permit us to use the information in accordance with this Privacy Policy.

#### How We May Collect Personal Information

We and our service providers may collect Personal Information in a variety of ways, including:

- **Through the Sites:** We may collect Personal Information through the Sites, e.g., when you apply for a job, submit a service request, and/or you sign up for a newsletter.
- **Offline:** We may collect Personal Information from you offline, such as when you contact customer service.
- **Online tracking:** Because we do not track our Site users over time and across third-party websites, we do not respond to browser do-not-track signals.

The Personal Information you provide through the Sites may be combined with Personal Information and Other Information that you provide to us (via online or offline means), that is publicly available, or that we may otherwise obtain online or offline.

#### How We May Use Personal Information

We may use your Personal Information:

- To respond to your inquiries and fulfill your requests, such as to respond to your questions and comments and/or to send you newsletters.

- To send administrative information to you, for example, information regarding the Sites and changes to our terms, conditions, and policies. Because this information may be important to your use of the Sites, you may not opt-out of receiving these communications.
- To provide you with updates and announcements concerning our products, promotions and programs and to send you invitations to participate in special programs,
- To re-contact you if we have not heard from you in a while,
- To send you advertising/promotional material from any of our affiliates, and from our promotional and strategic partners.
- To personalize your experience on the Sites by presenting products and offers tailored to you.
- To process rewards, prizes, and donations, as applicable.
- To allow you to participate in polls, sweepstakes, instant win promotions, contests and other promotions and to administer these activities. Some of these activities have additional rules, which could contain additional information about how we use and disclose your Personal Information, so it is important that you read the additional rules carefully.
- To allow you to contact and be contacted by other users through the Sites, as permitted by the applicable Site.
- To permit you to participate on message boards and blogs and other services to which you are able to post information and materials (including our Social Media Pages).
- To permit you to participate in social sharing, including live social media feeds.
- For our business purposes, such as analyzing and managing our businesses, market research, audits, developing new products, enhancing our Sites, improving our services and products, identifying usage trends, determining the effectiveness of our promotional campaigns, tailoring the Sites experience and content based on your past activities on the Sites, and gauging customer satisfaction and providing customer service (including troubleshooting in connection with customer issues).
- As we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities including public and government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations or those of any of our affiliates; (f) to protect our rights, privacy, safety or property, and/or that of our affiliates, you or others; and (g) to allow us to pursue available remedies or limit the damages that we may sustain.

### **How Personal Information May Be Disclosed**

Your Personal Information may be disclosed:

- To our third-party service providers who provide services such as website hosting, data analysis, order fulfillment, infrastructure provision, IT services, email delivery services, and other similar services to enable them to provide services.
- With our third-party strategic partners with whom we may enter into a special relationship. Because these third parties will use your Personal Information in accordance with their own privacy practices, you should check their websites for information regarding their privacy practices.
- In connection with promotions, for example, to third parties that are sponsors of sweepstakes, instant win promotions, contests and other promotions, to provide lists of the names and countries of residence of winners and/or to announce the names of visitors on the Sites (e.g., on our blog) or otherwise in accordance with the rules applicable to the applicable promotion. To the extent that the terms and conditions of the rules concerning the treatment of your Personal Information conflict with this Privacy Policy, the terms and conditions of the rules shall control.

## II. THIRD PARTY SITES

This Privacy Policy does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any site to which these Sites contain a link. The inclusion of a link on the Sites does not imply endorsement of the linked site by us or by our affiliates.

## III. SECURITY

We use reasonable organizational, technical and administrative measures to protect Personal Information under our control. Unfortunately, no data transmission over the Internet or data storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you might have with us has been compromised), please immediately notify us of the problem by contacting us in accordance with the "Contacting Us" section below (note that physical mail notification will delay the time it takes for us to respond to the problem).

## IV. RETENTION PERIOD

We will retain your Personal Information for the period necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

## V. USE OF SITES BY MINORS

The Sites are directed only to individuals who are permitted to share their Personal Information without parental consent and we request that all other individuals (including individuals under the age of 13) not provide Personal Information through the Sites.

## VI. SENSITIVE INFORMATION

We ask that you not send us, and you not disclose, any sensitive Personal Information (e.g., information related to racial or ethnic origin, political opinions, religion or other beliefs, health or medical condition, criminal background or trade union membership) on or through the Sites or otherwise to us.

## VII. UPDATES TO THIS PRIVACY POLICY

We may change this Privacy Policy. Please take a look at the "Last Updated" legend at the top of this page to see when this Privacy Policy was last revised. Any changes to this Privacy Policy will become effective when we post the revised Privacy Policy on a Site. Your use of the Sites following these changes means that you accept the revised Privacy Policy.

## VIII. CONTACTING US

If you have any questions about this Privacy Policy, please contact us as follows:

1. You may email us at: [info@avatechcorp.net](mailto:info@avatechcorp.net)
2. You may send mail to the following postal mail address:

**Avatech Corporation**

PO Box 3528 Arecibo, Puerto Rico 00613-3528