

## Privacy Policy

This Policy describes how your personal information is collected, used, and shared when you visit or make a purchase from <https://hvac.engineering> (the "Site").

### PERSONAL INFORMATION WE COLLECT

When you visit the Site, we automatically collect certain information about your device, including information about your web browser, IP address, time zone, and some of the cookies that are installed on your device. Additionally, as you browse the Site, we collect information about the individual web pages or products that you view, what websites or search terms referred you to the Site, and information about how you interact with the Site. We refer to this automatically-collected information as "Device Information."

We collect Device Information using the following technologies:

- "Cookies" are data files that are placed on your device or computer and often include an anonymous unique identifier. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org>.
- "Log files" track actions occurring on the Site, and collect data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps.
- "Web beacons," "tags," and "pixels" are electronic files used to record information about how you browse the Site.

### HOW DO WE USE YOUR PERSONAL INFORMATION?

We use the Information you provide to discuss services we offer and answer your inquiries. Additionally, we use this Order Information to:

Communicate with you;

Screen our orders for potential risk or fraud attempts.

We use the Device Information that we collect to help us screen for potential risk and fraud (in particular, your IP address), and more generally to improve and optimize our Site (for example, by generating analytics about how our customers browse and interact with the Site, and to assess the success of our marketing and advertising campaigns).

### SHARING YOUR PERSONAL INFORMATION

We **WILL NOT SHARE** your personal information with advertisers or 3rd party vendors. We use Google Analytics to help us understand how our customers use the Site -you can read more about how Google uses your Personal Information here: <https://www.google.com/intl/en/policies/privacy/>. You can also opt-out of Google Analytics here: <https://tools.google.com/dlpage/gaoptout>.

The only time we might be required to share your Personal Information is to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights.

## BEHAVIOURAL ADVERTISING

WE DO NOT USE your personal information for advertising purposes.

## DO NOT TRACK

Please note that we do not alter our Site's data collection and use practices when we see a Do Not Track signal from your browser.

## YOUR RIGHTS

The Data Controllers undertake to respect the confidentiality of your Personal Data and to guarantee you can exercise your rights. You may exercise your rights of access, rectification, cancellation and opposition by sending an email to: [info@hvac.engineering](mailto:info@hvac.engineering) , indicating the reason for your request.

If you decide to exercise these rights, and if part of the personal data you provided was your email address, we would ask you to please specify this circumstance in your written request, indicating the email address from which you wish to exercise your right rights of access, rectification, cancellation and opposition.

### Your rights

If you have questions in relation to our use of Personal Information, you should first contact us at [info@hvac.engineering](mailto:info@hvac.engineering) . Under certain conditions, you may have the right to require us to:

- Provide you with further details on the use we make of your information
- Provide you with a copy of information that you have provided to us
- Update any inaccuracies in the Personal Information we hold
- Delete any Personal Information the we no longer have a lawful ground to use
- Where processing is based on consent, to withdraw your consent so that we stop the particular processing
- Object to any processing based on the legitimate interests ground unless our reasons for undertaking that processing outweigh any prejudice to your data protection rights
- Restrict how we use your information whilst a complaint is being investigated.

Your exercise of these rights is subject to certain exemptions to safeguard the public interest (e.g. the prevention or detection of crime) and our interests (e.g. the maintenance of legal privilege). If you exercise any of these rights we will check your entitlement and respond in the most cases within a month.

If you are a United States of America resident, you have the right to access personal information we hold about you and to ask that your personal information be corrected, updated, or deleted. If you would like to exercise this right, please contact us through the contact information below.

Additionally, if you are a United States of America resident we note that we are processing your information in order to fulfill contracts we might have with you (for example if you make an order through the Site), or otherwise to pursue our legitimate business interests

listed above. Additionally, please note that your information will be transferred outside of the United States of America, including to Canada and the Europe.

## DATA RETENTION

When you place an order through the Site, we will maintain your Order Information for our records unless and until you ask us to delete this information.

## INFORMATION ON COOKIES

We use cookies and similar devices to facilitate your browsing in the Platform, understand how you interact with us and, in certain cases, to be able to show you relevant products in accordance with your browsing habits.

## CHANGES

I may change the Privacy Policy from time to time. We will inform you by posting the revised Privacy Policy on the Website. Please check our Privacy Policy periodically for changes. We will post the date the Privacy Policy was last updated at the top of the Privacy Policy. The changes will go into effect on the "Last Updated" date shown in the revised Privacy Policy. By continuing to use the Website, you consent to the revised Privacy Policy.

## CONTACT

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by e-mail at [info@hvac.engineering](mailto:info@hvac.engineering)