# Boxboro Systems LLC Privacy Policy

### PLEASE READ THIS POLICY CAREFULLY

BOXBORO SYSTEMS LLC ("THE COMPANY") RESPECTS THE PRIVACY OF OUR CUSTOMERS AND USERS. THIS PRIVACY POLICY WILL HELP YOU UNDERSTAND HOW WE COLLECT, PROCESS, AND USE PERSONAL DATA.

WHEN YOU USE THE COMPANY'S WEBSITE, PRODUCTS, OR SERVICES AND/OR CONTACT US BY ANY MEANS INCLUDING EMAIL, YOU CONSENT TO THE DATA WE COLLECT AND HOW WE USE IT IN ACCORDANCE WITH THIS POLICY. YOU ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS PRIVACY POLICY AND ALL TERMS AND CONDITIONS INCORPORATED BY REFERENCE IN THIS POLICY. IF YOU USE, OR CONTINUE TO USE, THE COMPANY'S PRODUCTS, SERVICES, WEBSITE, OR MOBILE APPLICATIONS, YOUR USE CONSTITUTES ACCEPTANCE OF THIS PRIVACY POLICY. IF YOU DO NOT AGREE WITH THE DATA WE COLLECT AND HOW WE USE IT, YOU SHOULD NOT USE THE WEBSITE, PRODUCTS, OR SERVICES.

If you are accessing our website from the European Union, Boxboro Systems LLC, a U.S. based company, with headquarters at 369 Sargent Rd., Boxborough, Massachusetts 01719 USA, is the responsible body and controller as defined by the GDPR.

### WHAT DATA DO WE COLLECT

We do not collect personal data or financial information through the Boxboro Systems website. However, our web hosting provider records the IP addresses of people who visit our website as well as the documents or pages of our website that they look at or download, which may enable us to identify you or your company, directly or indirectly. We have access to this information through our account with our hosting provider. You may access our hosting company's Privacy Policy at https://www.inmotionhosting.com/privacy-policy.

When you contact us via email or other electronic means, by phone, or by letter, the Company may collect information from your communication with us that identifies you ("Personally Identifiable Information"). This may include, but is not limited to, your name, company name, address, telephone number, fax number, email address, or information about you or your business.

## HOW THE COMPANY USES PERSONALLY IDENTIFIABLE INFORMATION

We limit the use of the data we collect and use as follows:

- Data which you have given us permission to use
- Data we need to provide products and services to you or your company
- Data we might be required to save for legal compliance or other lawful purposes

We may use your Personally Identifiable Information to do some or all of these things:

- Respond to your emails for products, services, or general information
- Provide invoices, order confirmations, and quotations
- Communicate with you by any means, including telephone, email, letter, or fax about our products and services

WE DO NOT SELL OR RENT E-MAIL ADDRESSES TO ANYONE. Also, we will not share email addresses with unrelated third parties or affiliates.

### CANADA ANTI-SPAM LAW (CASL) AND GDPR

Users of our website who have provided the Company an email or physical address from Canada or the European Union will not receive unauthorized Commercial Electronic Messages (CEMs) as defined under CASL and GDPR unless those individuals have opted-in to receive CEMs.

## YOUR RIGHT TO RECEIVE, CORRECT, BLOCK, DELETE, AND OBJECT TO STORED DATA

You have the right to receive information about the personal data we hold about you at any time. You also have the right to the correction, blocking, or, except for the prescribed storage of data for business purposes or as otherwise legally required, deletion of your personal data. Please contact our data protection officer if you wish to request this. The contact details are provided at the end of this document.

You can make changes to or revoke your consent to the storage of your data for the future at any time by notifying us accordingly.

## CONTACT US

If you have any questions or concerns about this policy, or if you wish to have us remove your Personally Identifiable Information, please contact us.

Data Protection Officer: Linda Handman Email: <u>privacy@boxborosystems.com</u> Telephone: 857-636-8512