

# PRIVACY POLICY

We at Alternative Manufacturing and Design (here after referred to as AMD) appreciate your confidence in our products and services. We also thank you for visiting our Website. This notice explains how we protect your privacy and treat your personal information. It applies to current and former customers and deals with collecting, using, maintaining and disclosing information collected from each users of “<http://alternativemanufacturing.com>” website.

## Protecting Your Personal Information

AMD takes important steps to protect your personal information. We treat it as confidential and tell our employees to take care in handling it. We limit access to those who need it to perform their jobs. Our outside service providers must also protect it, and use it only to meet our business needs. We also take steps to protect our systems from unauthorized access. We comply with all laws that apply to us.

## Collecting Your Information

AMD collects the personal information when the customer likes to place an order online in which case users may be asked for, Company / Contact details, Project Name, Part Name/No., Payment Information, and any other relevant information. Types of personal information we collect and share depend on the product or service you have with us. However, anybody can anonymously visit our website.

## How We Get Your Information

We get your personal information mostly from you when you request for a quotation through our website by filling up the online form. Information you provide helps us to respond to your request effectively and provide necessary support. We may contact you by email regarding the order you placed and can update you with the status of your order.

## Using Your Information

AMD and / or its authorized persons don't disclose your personal information you provide us in connection with quote you request through our website. We use industry standard technology and efforts to safeguard the confidentiality of your personal information. These include secure servers and firewalls. All of the user data we collect is protected against unauthorized access. Only authorized employees who need the information to perform a specific job are granted access to this information.

## Non-Personal User Content

AMD may use user submitted content such as rating, reviews, feedback in a number of different ways, including displaying it on the website, reformatting it, incorporating it into other works,

creating derivative works from it, promoting it, or distributing it. Accordingly, you irrevocably grant the website users the right to access user content for any purpose. You also irrevocably grant the website users the right to access user content in connection with their use of website.

## Accessing and Correcting Your Information

You may ask AMD for a copy of the personal information we have about you. Generally, we will provide it as long as it is reasonably retrievable and within our control. You must make your request in writing. For legal reasons, we may not show you anything we learned as part of a claim or lawsuit, unless required by law.

If you inform us what we know about you is incorrect, we will review it. If we agree, we will update our records. Otherwise, you may dispute our findings in writing, and we will include your statement whenever we give your disputed information to anyone else.

## Questions

We want you to understand how we protect your privacy. If you have any questions about this notice, please contact us. When you write, include your name, address, and company information.

### **Send privacy questions to:**

QA Dept. Alternative Manufacturing & Design,  
28106 Ave Crocker Suite B,  
Valencia, CA 91355

Or

E-mail to: [ime@alternativemanufacturing.com](mailto:ime@alternativemanufacturing.com)

Please note that this Privacy Policy may change from time to time. If we make any material changes, we will notify you as required by law.

This document was last updated on November 07, 2016