# **Statement of Privacy Policy**

Hannig Construction, Inc. (hereinafter referred to as "HCI") believes that protecting your information is a priority. This Statement of Privacy Policy applies to the Hannig Construction, Inc. plan room for active projects and private bidding projects at www.hannigbidding.com (hereinafter referred to as the "HCI Plan Room"). This policy governs data collection and usage while on the HCI Plan Room, which is a service provided by HCI. You must register for an account on the HCI Plan Room to have access to any active HCI projects and/or any private bidding projects.

# Registration

The HCI Plan Room is a free of charge service, but registration is required to view the active projects section and/or the private bidding projects section. Access includes distribution of downloadable electronic material from each section. To create an individual account on the HCI Plan Room, the person registering (from hereinafter will be known as the "User") will create a unique username and password. The User must provide registration information such as first and last name, employer, email address, etc. to create an account. HCI does not collect financial information, and any information collected is used only by HCI to provide the User with the best services possible. By using the HCI Plan Room you consent to the data practices described in this Statement of Privacy Policy.

# **Collection of Personal Information**

In order to provide you with better products and services offered on the HCI Plan Room, HCI may collect personally identifiable information such as:

- Employer
- First and Last Name
- Mailing Address
- Email Address
- Phone Number
- Cell Number

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to HCI when you elect to use certain services available on the HCI Plan Room. These may include (a) registering for an account on the HCI Plan Room and/or (b) sending you an email.

#### **Use of Personal Information**

HCI collects and uses your personal information to operate the HCI Plan Room and deliver the services you have requested. HCI may also use your personally identifiable information to inform you of other products or services available from HCI.

#### **Sharing Information with Third Parties**

HCI does not sell, rent, or lease its customer list to third parties. Your information is not searchable by other users of the HCI Plan Room.

HCI may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (employer, email, name, address, telephone and cell number) is not transferred to the third party. HCI may share data with trusted partners to help perform statistical analysis, send you an email or postal mail, provide customer support or arrange for deliveries. All such third parties are prohibited from using your

personal information except to provide these services to HCI and they are required to maintain the confidentiality of your information.

HCI may disclose your personal information, without notice, if required to do so by law or in good faith belief that such action is necessary to (a) conform to the edicts of the law or comply with legal process served on HCI or the HCI Plan Room, (b) protect and defend the rights or property of HCI, and/or (c) act under exigent circumstances to protect the personal safety of the User of HCI, or the public.

## **Tracking the User Behavior**

HCI may keep track of pages in the HCI Plan Room our users visit, in order to determine what HCI services are the most popular. The data is used to deliver customized content and advertising within HCI to customers whose behavior indicates that they are interested in a particular subject area.

## **Automatically Collected Information**

Information about your computer hardware and software may be automatically collected by HCI. This information can include your IP address, browser type, domain names, access times and referring website address. This information is used for the operation of the service to maintain quality of the service and to provide general statistics regarding use of the HCI Plan Room.

## **Use of Cookies**

The HCl Plan Room may use "cookies" to help you personalize your online experience. A cookie is a test file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned only to you and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. For example, if you personalized HCI pages or register for the HCI Plan Room services, a cookie helps HCI to recall your specific information on subsequent visits. This simplifies the process of recording your personal information such as an email address and so on. When you return to the HCI Plan Room, the information you previously provided can be retrieved easily to use the HCI features that you customized.

The User has the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the HCI Plan Room.

#### Security of your Personal Information

HCl secures your personal information from unauthorized access, use or disclosure. HCl uses the following methods for this purpose:

#### **TLS Protocol**

Transport Layer Security, or TLS is security technology for encrypting a link between a web server and a browser. HCI uses TLS to help secure communications between your device and our bidding website. We do this to help ensure that all data passed between our web server and you browser remains private and secure. Whenever you use our bidding website, a padlock image appears in the address bar at the top of the browser as an indication that the connection your device is in engaged in is secure.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no data transmission over the internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that (a) there are security and privacy limitations inherent to the Internet which are

beyond our control, and (b) security, integrity, and privacy of any and all information and data exchanged between you and HCI through the HCI Plan Room cannot be guaranteed.

We take precautions to protect your information, both online and offline. Only employees who need your information to respond to your request for information, update your account, or send a bill for services rendered are granted access to this data. The computers/servers in which we store personally identifiable information are kept in a secure environment.

The HCl Plan Room is for authorized use only. The User is responsible for the confidentiality of their username and password. Do not share your information with others. Notify HCl immediately if you detect a security issue or breach at media@hannigconstruction.com or 812-235-6218.

## **Children Under Thirteen**

HCl does not knowing collect personal, identifiable information from children under the age of thirteen. You must be eighteen years or older to register for the HCl Plan Room.

## Links

The HCI Plan Room may contain links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage the User to be aware when they leave the HCI Plan Room that the User should read the privacy statements of any other site that collects personally identifiable information.

## **Email Communication**

From time to time, HCI may contact you via email. This is for providing bidding updates, alerts, confirmations, and other general communication.

If you would like to stop receiving marketing or promotional communication via email from HCI or to be removed from the database, you may opt out of such communications by contacting media@hannigconstruction.com.

# **Changes to this Statement**

HCI reserves the right to change this Statement of Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account by placing a prominent notice on our HCI Plan Room and/or by updating any privacy information on this page. Your continued use of the HCI Plan Room and/or Services available after such modification will constitute your (a) acknowledgment of the modified Privacy Policy, and (b) agreement to abide and be bound by the Policy.

# **Contact Information**

HCI welcomes your questions or comments regarding this Statement of Privacy Policy. If you believe that HCI has not adhered to this Statement of Privacy Policy, please contact HCI at:

Hannig Construction, Inc.

815 Swan Street, Terre Haute. IN 47807 Email Address: media@hannigconstruction.com Telephone: (812) 235-6218 Effective Date: October 24, 2018