

## US Graphite Corp Privacy Policy 07/23/2023

### Privacy Policy

#### **GENERAL:**

Your privacy is important to us. This Privacy Policy sets out how US Graphite Corp uses and protects any information that we collect from you. By accessing these websites, or providing your personal data to us through other means, you agree to the terms of this Privacy Policy and consent to the collection and use of information as discussed in this Privacy Policy.

#### **OUR COMPANIES ARE COMMITTED TO ENSURING THAT YOUR PRIVACY IS PROTECTED:**

This Privacy Policy provides details about how your personal information is collected and used by us. It also describes your choices regarding use, access to and correction of your personal information. Personal information is any information that identifies you or would enable someone to contact you, which may include your name, email address, phone number and other non-public information.

We are committed to ensuring your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Our websites may contain links to other websites of interest. However, once you have used these links to leave our sites, you should note that we do not have any control over the data outside sites collect from you. Therefore, we cannot be responsible for the protection and privacy of any information which you provide while visiting such sites and such sites are not governed by this Privacy Policy.

You may opt out of any future contacts from us at any time. You can do so at any time by contacting us via email at the addresses listed below.

#### **INFORMATION WE COLLECT FROM YOU:**

When you visit our websites, you may be asked to provide information about yourself and/or your company including your name and contact details. We may also collect information about your usage of the websites and our services plus information about you from your correspondence with us (telephone conversations, meetings, emails and letters). We may collect technical information from your computer or mobile device, for example, location data and certain characteristics of, and performance data about, your device.

Our websites use cookies to store information about your user experience. By using these websites and agreeing to this policy, you consent to our companies' use of cookies in accordance with the terms of this policy.

Cookies are files sent by web servers to web browsers that are stored locally, on your device, by the web browsers. The information is then sent back to the server each time the browser requests a page from the server which enables a web server to identify and track web browsers. There are two main kinds of cookies: session cookies and persistent cookies. Session cookies are deleted from your computer when you close your browser, whereas persistent cookies remain stored on your device until they are deleted, or until they reach their expiry date.

Most browsers allow you to refuse to accept cookies. If you wish to, simply consult the help section of your Internet browser for instructions. Please bear in mind that blocking cookies will have a negative impact upon the usability of some websites.

#### **HOW WE USE YOUR PERSONAL INFORMATION:**

Regulations in Europe require a "lawful basis" for processing personal information from citizens or residents of the European

Economic Area. We choose to apply these rules to the way we process all personal data, regardless of the subject's location. Our data processes and their lawful bases include:

- Performing the contract we have with you: In certain circumstances, we need your personal data to comply with our contractual obligation to deliver goods you have purchased from us. This includes giving your name and contact information to 3rd party shipping companies, so that they may be able to make delivery. It also includes our communication with you regarding quotes and open orders. For those making credit card payments this includes our companies providing that information to banks to complete payment. We do not store credit card data beyond the time of payment.
- Legitimate interests: This basis means we have a good and fair reason to use your data and we do so in ways which do not violate your interests and rights. We require use of your data to pursue our legitimate interests in a way that might reasonably be expected as part of running our business and that does not materially impact your rights, freedom or interests.

Data we process on the basis of legitimate interests include the following:

- We may send you promotional communications about our products, subject to your right to control whether we do so.
- We retain order history and customer communications records. As our products' life-spans are extremely long, this enables us to view context for repeat orders, years down the line.
- We use Session and Persistent cookies. We also use 3<sup>rd</sup> party cookies for the purposes of analyzing our search-based advertising effectiveness, for remembering when you utilize our web-based chat function, for gathering information about who is visiting our site, and to improve the user experience.
- The information you provide to us will be transferred to and stored on our servers which may be in or outside the European Economic Area, and may be accessed by or given to our staff or parties who act for us for the purposes set out in this policy or for other purposes notified to you from time to time in this policy.
- Data we collect is sometimes transferred to 3<sup>rd</sup> parties. All of the third party vendors that we transfer personal data to are widely used and we believe their security is best-in-class.
  - Email marketing: We use a vendor to send our emails. This is not able to be done in-house as manually sending emails to a large list of customers would entail higher risk of errors.
  - Customer relationship management: We use a cloud-based system so that representatives in the field can access customer histories easily.
  - Business Transfers: As we develop our business, we might sell or buy businesses or assets. In the event of a corporate sale, merger, reorganization, dissolution or similar event, personal information may be part of the transferred assets or otherwise shared.
  - Related Parties: We may also share your personal information with our affiliates for purposes consistent with this Privacy Policy. We may share your information with others within your organization.

#### **DISCLOSURE OF YOUR PERSONAL INFORMATION:**

We take reasonable steps to protect the personal information provided from loss, misuse, and unauthorized access, disclosure, alteration, or destruction. Notwithstanding our efforts, we cannot guarantee absolute or unqualified protection of this information given the open nature and resulting instability of the Internet and World Wide Web, and we make no

representations or warranties as to the effectiveness of our security and assume no liability for security breaches or any failure in the security of your computer equipment, your internet service provider or other networks and communications providers.

We will keep your information for a reasonable period or as long as the law requires.

**ACCESSING AND UPDATING:**

You have the right to see the information we hold about you ("Access Request") and to ask us to make any changes to ensure that it is accurate and up to date. If you wish to do this, please contact us using the contact details set out below.

**CHANGES TO OUR PRIVACY POLICY:**

Our company reserves the right to modify or amend this Privacy Policy at any time. All changes will be effective immediately upon posting to these websites. By accessing or using these websites after such changes are posted, you agree and consent to all such changes.

**CONTACT:**

Should you have any specific questions about our privacy policy, please contact our company direct by contacting us at the following email addresses:

- US Graphite Corp: [sales@usgraphite.net](mailto:sales@usgraphite.net)