

## **Website Privacy Policy**

### **PURPOSE OF THIS PRIVACY POLICY**

The purpose of this Privacy Policy is to describe Morris Bean & Company (“Morris Bean”) policies regarding: (a) our collection of information on the Morris Bean website, (b) our use and disclosure of the information collected, and (c) the possible use of “cookies” on the website. This Privacy Policy applies to all information we collect on or through the Morris Bean website.

### **COLLECTION OF INFORMATION**

We may automatically collect some general information from you indirectly each time you visit the Morris Bean website and the web pages within the Morris Bean website. General information does not specifically identify you and may include, for example, information automatically provided to us by your browser or computer, such as your IP address; Internet service provider; the type of browser you are using; your operating system; the website you visited prior to and after the Morris Bean website; the web pages you visited on the Morris Bean website; and the date and time of your visit. We may use general information to analyze Morris Bean website usage loads and trends and to maintain and improve the Morris Bean website.

We may collect personally identifiable information such as your name, phone number, company name and email address when you complete the form to contact us and/or upload files to our site. By voluntarily providing personally-identifiable information or documents, you are consenting to our use of such information as described in this Privacy Policy.

### **USE AND DISCLOSURE OF INFORMATION**

The personally-identifiable information provided by you to complete the request form on the “Contact Us” page is used solely to communicate directly with a user regarding the request. Morris Bean may store the user’s name, address, e-mail address, phone number, company name, comments, date and time stamp, IP address, company website information, and any other information provided in its log files for an indefinite period. Morris Bean reserves the right to contact a user about the request using the name, e-mail address and phone number provided to verify a user’s identity and to respond to the user’s inquiry or comment.

We may disclose personally-identifiable information to our independent contractors, service providers and/or vendors who assist us in performing internal business functions, developing quotes, and/or providing other services necessary to the operation of our business and/or the Morris Bean website.

We may also disclose personally-identifiable information and/or general information to third parties when we reasonably believe that disclosing such information is necessary to: (a) identify or contact a user of the Morris Bean website; (b) to prevent abuse, fraud, or unlawful use of the Morris Bean website; (c) to protect our rights, safety, or property and/or the rights, safety, or property of others; (d) to initiate or defend a legal action relating to the Morris Bean website; or (e) to respond to or comply with a subpoena, other legal or administrative process or law, rule or regulation.

## **USE OF COOKIES**

The Morris Bean website may use “cookies” to collect general information about users when they access the site. A cookie is a small amount of data that is sent to your browser from our server and stored on your computer’s hard drive. You may choose to accept or reject cookies. By modifying your browser preferences, you have the choice to accept all cookies, to be notified when a cookie is set, or to reject all cookies. If you choose to reject cookies from the Morris Bean website, you may not be able to use those parts of the Morris Bean website that require cookies.

## **LINKS TO OTHER WEB SITES AND THIRD-PARTY PRODUCTS AND SERVICES**

The Morris Bean website may contain links to other web sites that are not owned or controlled by or affiliated with Morris Bean, as well as offers for products and services provided by third parties including, without limitation, products and services offered by Morris Bean partners. We are not responsible for the privacy practices of such other websites or for the products or services provided by any third party, or any disputes between you and any such third party regarding your privacy or the products or services. We encourage you to be aware when you leave our site and to read the privacy policies of each website that collects personally-identifiable information and fully understand any agreement into which you may enter with a third party for the provision of products and/or services.

This Privacy Policy applies only to information collected by Morris Bean.

## **UPLOADED DOCUMENTS**

As a policy, we will use your uploaded documents and information only for the purpose for which it has been uploaded. The security of your uploaded documents and information is important to us. We will work to ensure that your uploaded information is not compromised or misused.

## **NOTICE OF MODIFICATIONS TO THIS PRIVACY POLICY**

Morris Bean reserves the right to modify this Privacy Policy, as necessary, to reflect changes in our information collection and/or usage practices.

## **QUESTIONS, COMMENTS, CONCERNS**

If you have any questions, comments or concerns about this Privacy Policy, please contact us at: [info@morrisbean.com](mailto:info@morrisbean.com).