



# Online Privacy Statement

Revised April 1, 2016

Cenveo Corporation and its affiliates ("Cenveo") value your privacy. This Online Privacy Statement will inform you about how we use and disclose information that we and our service providers collect from your visits to Cenveo.com and other websites owned or operated by Cenveo (each and collectively, the "Website(s)").

This Online Privacy Statement describes:

- What information does Cenveo collect and share
- How does Cenveo use that information
- How does Cenveo protect that information

## **1. What Information Does Cenveo Collect and Share**

Cenveo collects basic personal information (e.g., name, e-mail address, mailing address, phone number) provided voluntarily by you through forms on our Websites, through electronic mail you send to us, or through other means of communication between you and Cenveo. We collect name, e-mail address, mailing address, phone number, etc. for shipping and billing purposes. If necessary, mailing lists of your customers with similar information may also be collected.

Cenveo does not collect personal information of a more sensitive nature (e.g. social security or other governmental ID numbers, credit card details and account numbers). Cenveo uses third party credit card providers (e.g., PayPal) for processing online orders and Cenveo does not store such information.

### *Children's Online Privacy Protection - COPPA*

Cenveo does not sell its services to children and does not intentionally collect personally identifiable information from children under the age of 13.

Cenveo collects, uses, and discloses identifiable information about individual contacts for its customers in the ordinary course of its business for managing and maintaining the customer relationship. The information

it collects includes name, address, invoice information including bank account information, and order information. Cenveo may share such information with its affiliates, business partners, service providers or contractors who are required to provide services that you and other customers have requested.

#### *Third party websites*

Cenveo post links to third party websites as a service to its customers. The Websites contain links to other sites. Please be aware that Cenveo is not responsible for the privacy policies or practices of such other sites. We encourage our users to be aware when they leave our Websites and to read the privacy statements of every website to which any of the Cenveo Websites link, particularly those that collect personally identifiable information. This privacy statement applies solely to information collected by the Websites.

#### *Web User Tracking - Use of Cookies*

Cookies are a technology that can be used to help personalize your use of a website. A cookie is an element of information that a website can send to your browser, which may then store it on your system. You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether to accept it or decline at any time. Our Website makes use of anonymous cookies for the purpose of completion and support of Website activity.

## **2. How Cenveo Uses that Information**

#### *What does Cenveo do with the information it collects*

Cenveo uses the information it collects to provide you with services that you request. Cenveo will use such information to improve existing services and the content of the Websites.

Cenveo uses the information it collects in order to maintain, enhance, and administer our Websites. The information collected is for the purpose of transacting business, providing products and services at your request, informing you of new offerings, and personalizing your online experience.

When Cenveo receives a communication from you, Cenveo keeps a record of such communications to help solve any issues that you might be facing. In the event the information you provide to us is an application for employment, that application will be held in accordance with our HR records management policy. You have the option to opt-out or opt-in for further communications from Cenveo.

Cenveo may also use or disclose your personal information when Cenveo believes, in good faith, that such use or disclosure is reasonably necessary

to (i) comply with law, (ii) enforce or apply the terms of any of our user agreements, or (iii) protect the rights, property or safety of Cenveo, Cenveo's users, or others. Cenveo reserves the right to transfer and disclose your information if Cenveo becomes involved in a business divestiture, change of control, sale, merger, or acquisition of all or a part of its business.

### **3. How does Cenveo protect that information**

#### *Security*

Cenveo follows generally accepted industry standards designed to protect the personal information submitted, both during transmission and once Cenveo receives it. Cenveo uses reasonable measures designed to safeguard personally identifiable information, which measures are appropriate with respect to the type of information maintained. In addition, Cenveo stores customers' name, address information for transaction fulfillment purposes.

#### *Monitoring and Enforcement*

Cenveo regularly reviews its compliance with Online Privacy Statement. We also adhere to several self-regulatory frameworks in addition to complying with applicable law. If we receive formal written complaints, we will follow up with the person making the complaint. We will work with the appropriate regulatory authorities to resolve any complaints that cannot be resolved directly.

### **4. Changes to this Online Privacy Statement**

Cenveo may revise this Online Privacy Statement from time to time by posting a revised Online Privacy Statement on our Website and changing the last modified date at the top of the Online Privacy Statement. We reserve the right to modify this Online Privacy Statement at any time, so please review it frequently.

Any changes will become effective when we post the revised Online Privacy Statement. Your use of the Services following these changes means that you accept the revised Online Privacy Statement.

### **5. Special Notification for California Residents**

Individual customers who reside in California and have provided their Personal Information to Cenveo may request information about our disclosures of certain categories of Personal Information to third parties for their direct marketing purposes. Such requests must be submitted to us in writing at [privacy.questions@cenveo.com](mailto:privacy.questions@cenveo.com).

This request may be made no more than once per calendar year. We reserve our right not to respond to requests submitted other than to the address specified below.

## **6. Contacting Cenveo**

Cenveo is firmly committed to preserving the electronic privacy of all its users as provided in this privacy statement. We encourage all users to read this Online Privacy Statement carefully. If you have any questions about this Online Privacy Statement, the practices of this website or your dealings with this site, you may contact us at: [privacy.questions@cenveo.com](mailto:privacy.questions@cenveo.com)

## **7. Problems Signing In**

Our sign-in process is designed to help protect your privacy. If you have trouble signing in to our Website, please ensure that you are using your registered e-mail address and/or correct password. If you are using your registered e-mail address and correct password, and you continue to have trouble signing in to our site, please contact us at [ecommerce.support@cenveo.com](mailto:ecommerce.support@cenveo.com).