

# Privacy Policy

HLF Roofing & Sheet Metal Privacy and Usage Statement

***Updated: June, 2016***

Information about Privacy on HLFRoofing.com.

***HLF Roofing & Sheet Metal*** is committed to protecting your privacy. You can visit most pages on our site without giving us any information about yourself. But sometimes we do need information to provide services that you request, and this privacy statement explains data collection and use in those situations. This privacy statement only applies to HLF Roofing & Sheet Metal and its affiliated websites; it does not apply to other online or offline sites, products or services. Please read the complete HLF Roofing & Sheet Metal privacy statement.

## Related Links

Collection of your Personal Information We will ask you when we need information that personally identifies you (personal information) or allows us to contact you. Generally, this information is requested when you are registering before entering a contest, ordering e-mail newsletters, joining a limited access premium site, signing up for an event or training, or when purchasing and/or registering HLF Roofing & Sheet Metal products. Personal information collected by HLF Roofing & Sheet Metal often is limited to e-mail address, language, country or location, but may include other information when needed to provide a service you requested.

***For example:*** If you choose a service or transaction that requires payment, such as making a purchase in the Shop area of the Web site, we will request personal information necessary for billing and/or shipping, such as: name, address, telephone number, and credit card number. When you buy a new product, we may ask you to register your purchase electronically. We keep this registration information on file with any information you've already given us on previous visits to our Web site. HLF Roofing & Sheet Metal also collects certain information about your computer hardware and software. This information may include: your IP address, browser type, operating system, domain name, access times and referring Web site addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of HLF Roofing & Sheet Metal HLF Roofing & Sheet Metal also collects information about which pages our customers visit within HLF Roofing & Sheet

Metal. This site visitation data is identified only by a unique ID number, and it is never linked with personal information

## **Use of your Personal Information**

We use your personal information for the following purposes:

- To ensure our site is relevant to your needs.
- To deliver services, such as newsletters that you request.
- To alert you to product upgrades, special offers, updated information and other new services from HLF Roofing & Sheet Metal, if you so request.
- To allow you access to limited-entry areas of our site as appropriate.

We will merge site-visitation data with anonymous demographic information for research purposes, and we may use this information in aggregate to provide more relevant content. In some limited-entry sections of HLF Roofing & Sheet Metal with your approval, we will combine site-visitation data with your personal information in order to provide you with personalized content. We occasionally hire other companies to provide limited services on our behalf, including packaging, mailing and delivering purchases, answering customer questions about products or services, sending postal mail and processing event registration. We will only provide those companies the information they need to deliver the service, and they are prohibited from using that information for any other purpose.

## **Control of your Personal Information**

When you register, or otherwise give us personal information, HLF Roofing & Sheet Metal will not share that information with third parties without your permission, other than for the limited exceptions already listed. It will only be used for the purposes stated above. HLF Roofing & Sheet Metal may send out periodic e-mails informing you of product or service you requested, or confirming you requested a product or service. You will not be able to choose to unsubscribe to these mailings, as they are considered an essential part of the service you have chosen.

## **Access to your Personal Information**

HLF Roofing & Sheet Metal will provide you with the means to ensure that your personal information is correct and current. If you register on HLF Roofing & Sheet Metal, you can review and edit your personal information at the My Account page. You will be asked to enter your Username and password before viewing your personal information. At the My

Account page you can view and edit personal information you have already given us at HLF Roofing & Sheet Metal

## **Security of your Personal Information**

HLF Roofing & Sheet Metal is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use or disclosure. For example, we store the personal information you provide in computer servers with limited access that are located in controlled facilities. When we transmit sensitive information (such as a credit card number) over the internet, we protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

## **Protection of Children's Personal Information**

HLF Roofing & Sheet Metal is a general audience site and does not knowingly collect any personal information from children.

## **Use of Cookies**

When someone visits the site/sites, a cookie is placed on the customer's machine (if the customer accepts cookies) or is read if the customer has visited the site previously. One use of cookies is to assist in the collection of the site visitation statistics described above.

## **Enforcement of this Privacy Statement**

If you have questions regarding this statement, you should first contact HLF Roofing & Sheet Metal by e-mail at [privacy@HLFRoofing.com](mailto:privacy@HLFRoofing.com). You may also write us at 555 Seminary Road, Alexandria, VA. 22314