

# **MBMA Privacy Notice**

**Last Updated: October 15, 2014**

The Metal Building Manufacturers Association (MBMA) is committed to ensuring the privacy of all visitors to our websites: mbma.com, mbmamanual.com, and mbmalibrary.com (collective, the “Sites”). This notice covers your interaction with the MBMA Sites.

## **Information Collection**

When you visit our Sites, we may collect contact information such as your name, shipping address, billing address, telephone numbers, and e-mail address. You may provide this information when you create an account or complete the registration and/or shipping information form to place an order with the Sites. We also ask you to submit a username and password of your choice for your future access to your account information.

MBMA passively collects non-personal information that is automatically sent to us by your web browser or device including but not limited to your domain name and user name.

We may also collect aggregated information as you visit the Sites.

## **Use of Collected Information**

We may use information from our customers to process orders, respond to your inquiries, better serve you with pertinent information (*e.g.*, order confirmations and order status updates), provide you with information in which you may be interested, and to otherwise provide you products or services. In addition, we may use information collected from you to improve the content and navigation of our Sites, or for other internal purposes.

If you elect to receive our newsletter or special promotions, your contact information will be used for the delivery of these items. We will not sell, share, or rent this information to any outside parties, except as outlined in this notice.

## **Sharing Information**

MBMA may share the information we collect with service providers, affiliates, and subsidiaries in connection with the services we provide. Contact information may be shared with a third party fulfillment organization for shipping purposes only.

## **Cookies**

The Sites are cookie-enabled to give you a more customized user experience. A cookie is a small amount of data that is sent to your browser from a web server and stored on your computer’s hard drive. Cookies are used to collect information on the number of visitors to our Site and the number of pages viewed. It is also used to provide relevant information to our visitors and for website and system administration, including research and development, user analysis and business decision-making.

## **Account Management**

To access the information collected about you through the Sites or to correct inaccuracies in your contact information or other information, please email or call us at [mbma@mbma.com](mailto:mbma@mbma.com)

## **Security**

We maintain reasonable security measures to help to protect against the loss, misuse or alteration of information that we have collected from you at our Sites.

## **Links to Other Websites**

Our Sites may contain links to other websites whose information practices may be different from ours. We do not control the information practices of these other websites. You should consult the privacy notices of these other websites to learn how your data is collected and used.

## **Updates**

From time to time, we may update this Privacy Notice. We will notify you of any changes to our notice by updating this page. We encourage you to periodically check back to this notice to learn what information we collect, how we use it, and to whom we share it. Your continued use of the Sites affirms your agreement to such changes.

## **Contact Us**

If you have questions about this Privacy Notice, please contact us at [mbma@mbma.com](mailto:mbma@mbma.com)