# **Privacy Policy**

## 1. Sites covered by this Policy Statement

This Privacy Statement applies to all SunShade Products Ltd. - Glastar Sunroom owned websites and domains, and our wholly owned subsidiaries

Links to non SunShade Products Ltd. - Glastar Sunroom websites

The SunShade Products Ltd.- Glastar Sunroom website may provide links to third-party websites for your convenience and information. If you access those links, you will leave the SunShade Products Ltd. - Glastar Sunroom website. SunShade Products Ltd.- Glastar Sunroom does not control those sites or their privacy practices, which may differ from SunShade Products Ltd.- Glastar Sunrooms. We do not endorse or make any representations about third-party websites. The personal data you choose to give to unrelated third parties is not covered by the SunShade Products Ltd.- Glastar SunroomsPrivacy Statement. We encourage you to review the privacy policy of any company before submitting your personal information. Some third-party companies may choose to share their personal data with SunShade Products Ltd.- Glastar Sunroom that sharing is governed by that third-party company's privacy policy.

# 2. Types of information we collect

This Privacy Statement covers personal information, non-personal data collection and aggregate reporting.

**Personal information** is information that is associated with your name or personal identity. SunShade Products Ltd.- Glastar Sunroom uses personal information to understand better your needs and interests and to provide you with better service. Once you choose to provide us with personal information, you can be assured it will be used only to support your customer relationship with SunShade Products Ltd.- Glastar Sunroom . We take seriously the trust you place in us. SunShade Products Ltd.- Glastar Sunroom will not sell, rent or lease your personal information to others.

On our website, you can request information. The types of personal information you provide to us on these pages may include name, address, phone number, e-mail address, and contact preferences.

**Non-personal information** is data about usage and service operation that is not associated with a specific personal identity. SunShade Products Ltd.- Glastar Sunroom collects and analyzes non-personal information to evaluate how visitors use the SunShade Products Ltd.- Glastar Sunroom website.

Non-personal data we collect may include the pages visited on the SunShade Products Ltd.- Glastar Sunroom website, unique URLs1 visited within our website, browser type and IP address. Most non-personal data is collected via cookies or other analysis technologies.

# 3. Children's Privacy

SunShade Products Ltd.- Glastar Sunrooms is committed to protecting the privacy needs of children and we encourage parents and guardians to take an active role in their children's online activities and interests. SunShade Products Ltd.- Glastar Sunrooms does not knowingly collect information from children under the age of 13 and SunShade Products Ltd. - Glastar Sunroom does not target its websites to children under 13.

## 4. How we use your information

SunShade Products Ltd.- Glastar Sunrooms uses your personal information to provide you with services and to help us better understand your needs and interests. Specifically, we use your information to help you complete a transaction or order, to communicate with you, to provide service and support, to update you on services and benefits, to personalize promotional offers and to personalize the SunShade Products Ltd.- Glastar Sunrooms website. Occasionally we may also use your information to contact you for market research regarding SunShade Products Ltd.- Glastar Sunrooms products or services. We will give you the opportunity to choose your privacy preferences regarding such communications. You may, at any point, contact us to request an opt-on on future communication.

Personal data collected online may also be combined with information you provide SunShade Products Ltd.-Glastar Sunrooms through other sources such as product registration, call centers or public events such as trade shows or seminars.

Personal data given to SunShade Products Ltd.- Glastar Sunrooms may be transferred across state, provincial and/or country borders for the purposes of data consolidation, storage and simplified customer information management.

Non-personal data is aggregated for reporting about SunShade Products Ltd.- Glastar Sunrooms website usability, performance and effectiveness. It is used to improve the customer experience, usability and site content.

# 5. Who we share your information with

SunShade Products Ltd.- Glastar Sunrooms will not sell, rent or lease your personal information to others. SunShade Products Ltd.- Glastar Sunrooms will not share your personal information with third parties except in responding to your requests for products or services. Your permission will be requested when you submit your information. SunShade Products Ltd.- Glastar Sunrooms shares customer information across SunShade Products Ltd.- Glastar Sunrooms owned business entities and companies working on our behalf, but only as required to meet your product or service requirements.

SunShade Products Ltd.- Glastar Sunrooms occasionally may contract with third-party service providers and suppliers to deliver complete products, services and customer solutions. Suppliers and service providers are required to keep confidential the information received on behalf of SunShade Products Ltd.- Glastar Sunrooms and may not use it for any purpose other than to carry out the services they are performing for SunShade Products Ltd.- Glastar Sunrooms These service providers may change or we may contract with additional service providers to better accommodate our customers. SunShade Products Ltd.- Glastar Sunrooms will not share personal information with any other third parties without your permission, unless required by law enforcement action, subpoena, or local law.

SunShade Products Ltd.- Glastar Sunrooms or its related entities could merge with or be acquired by another business entity or some or all of their respective assets could be acquired. If such a combination or acquisition occurs, SunShade Products Ltd.- Glastar Sunrooms will make every reasonable effort to notify you in the event we share with the merging or acquiring entity some or all of your personal information to continue serving you.

#### 6. Your Choices

SunShade Products Ltd.- Glastar Sunrooms gives you the choice of receiving a variety of information that complements our products and services. You can subscribe to receive certain product- and service-specific information and SunShade Products Ltd.- Glastar Sunrooms wide marketing communications. SunShade Products Ltd.- Glastar Sunrooms wide communications may include new product information, special offers, or an invitation to participate in market research. We give you a choice regarding delivery of SunShade Products Ltd.- Glastar Sunrooms -wide communications by postal mail, e-mail and telephone. You can make or change your choices at the data collection point. We will make every effort to honour your preferences. This option does not apply to communications for the purpose of administering order completion, contracts, support, product safety warnings or driver updates.

## 7. Your information and third-party companies

Certain SunShade Products Ltd.- Glastar Sunrooms services are linked with those from unrelated third-party companies, some which offer you the option to share with both SunShade Products Ltd.- Glastar Sunrooms and the third party personal data you provide. We will not share your personal information with those third-party companies unless you make that choice.

### 8. Access to and accuracy of your information

SunShade Products Ltd.- Glastar Sunrooms strives to keep your personal information accurate. We have implemented technology, management processes and policies to maintain customer data accuracy. We will provide you with access to your information, including making reasonable effort to provide you with online access and the opportunity to change your information. To protect your privacy and security, we will also take reasonable steps to verify your identity, such as a password and user ID, before granting access to your data. Certain areas of

SunShade Products Ltd.- Glastar Sunrooms's websites may limit access to specific individuals through the use of passwords and other personal identifiers.

# 9. Keeping your information secure

SunShade Products Ltd.- Glastar Sunrooms is committed to protecting the information you provide us. To prevent unauthorized access or disclosure, to maintain data accuracy, and to ensure the appropriate use of the information SunShade Products Ltd.- Glastar Sunrooms has in place appropriate physical and managerial procedures to safeguard the information we collect.

We use Secure Sockets Layer (SSL) encryption when collecting or transferring sensitive data. SSL encryption is designed to make the information unreadable by anyone but us. This security measure is working when you see either the symbol of an unbroken key or closed lock (depending on your browser) on the bottom of your browser window.

# 10. Contacting us

We value your opinions. If you have comments or questions about our privacy policy, please send them to SunShade Products Ltd.- Glastar Sunrooms email info@sunshadeltd.com

This privacy statement applies to Canada