

## **PRIVACY POLICY for Web Sites in North America**

**PLEASE READ THIS PRIVACY POLICY CAREFULLY.** LDI takes privacy and data security seriously. We also understand that privacy and data security are very important to you. This Privacy Policy was created to help you understand your rights with respect to privacy and data security, and to describe how we treat the personal and non-personal information that you share with us when you use this web site. This web site is owned and operated by Liberty Diversified International, Inc. or one of its subsidiaries or affiliates (collectively "LDI"). When we use the words **we** or **our**, we mean LDI. This Privacy Policy describes how LDI processes personal information on our web sites that are operated in North America, and that are targeted at audiences in North America. LDI also operates other web sites, and the privacy policies on those sites may be different, so please review the policies on each site that you visit.

This Privacy Policy was last updated on April 21, 2014. By using this website, you consent to the terms described in the most recent version of this Privacy Policy. You should also read our [Terms of Use](#) to understand the general rules about your use of this web site, and any additional terms that may apply when you access particular services or materials in certain areas of this web site.

### **Personal and Non-Personal Information**

The way that we use and protect the information you share with us when you use this web site depends on whether the information is personal or non personal information.

**Non-personal information.** If you visit our web site to read information, such as information about one of our products, we may collect certain non-personal information about you from your computer. This information is collected from your computer's web browser. Because non-personal information cannot identify you or be tied to you in any way, there are no restrictions on the ways that we can use or share non-personal information. We are always looking for ways to better serve you and improve this web site. We will use non-personal information from you to help us make this web site more useful to visitors. We also will use non-personal information for other business purposes. For example, we may use non-personal information or aggregate non-personal information to create reports for internal use to develop programs, products, services or content, to customize the information or services that are of interest to you, to share it with or sell it to third parties, or provide aggregated information on how visitors use our site, such as "traffic statistics" and "response rates," to third parties.

**Personal information.** We may collect personal information from you in a variety of ways:

- When you send us an application or other form;
- When you conduct a transaction with us, our affiliates, or others;
- When we collect information about you in support of a transaction, such as credit information;
- In some places on this web site you have the opportunity to send us personal information about yourself, to elect to receive particular information, to purchase access to one of our products or services, or to participate in an activity; and/or
- We also may use persistent cookies to collect information on our web site. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Persistent cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you. One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. For example, if you register with us, a cookie helps LDI to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same LDI website, the information you previously provided can be retrieved, so you can easily use the features that you customized.

You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of this web site.

We may keep and use personal information we collect from or about you to provide you with access to this web site or other products or services, to respond to your requests, to bill you for products/services you purchased, and to provide ongoing service and support, to contact you with information that might be of interest to you, including information about products and services of ours and of others, or ask for your opinion about our products or the products of others, for record keeping and analytical purposes and to research, develop and improve programs, products, services and content. We may also remove your personal identifiers (your name, e-mail address, social security number, etc). In this case, you would no longer be identified as a single unique individual. Once we have de-identified information, it is non-personal information and we may treat it like other non-personal information. Finally, we may use your personal information to protect our rights or property, or to protect someone's health, safety or welfare, and to comply with a law or regulation, court order or other legal process.

Personal information collected online may be combined with information you provide to us through other sources. We will not share your personal information collected from this web site with an unrelated third party without your permission, except as otherwise provided in this Privacy Policy.

In the ordinary course of business, we may share some personal information with companies that we hire to perform services or functions on our behalf. In all cases in which we share your personal information with a third party for the purpose of providing a service to us, we will not authorize them to keep, disclose or use your information with others except for the purpose of providing the services we asked them to provide. We will not sell, exchange or publish your personal information, except in conjunction with a corporate sale, merger, dissolution, or acquisition.

We may be legally compelled to release your personal information in response to a court order, subpoena, search warrant, law or regulation. We may cooperate with law enforcement authorities in investigating and prosecuting web site visitors who violate our rules or engage in behavior which is harmful to other visitors (or illegal).

We may disclose your personal information to third parties if we feel that the disclosure is necessary to protect our rights or property, protect someone's health, safety or welfare, or to comply with a law or regulation, court order or other legal process.

### **Employee Data**

Information we collect from job applicants on this web site will be treated in the manner set forth in our policies regarding the treatment of employee data, which can be obtained by contacting us at the address below.

### **Communications with you**

We may contact you periodically by e-mail, mail or telephone to provide information regarding programs, products, services and content that may be of interest to you. In addition, some of the features on this web site allow you to communicate with us using an online form. If your communication requests a response from us, we may send you a response via e-mail. The e-mail response or confirmation may include your personal information. We cannot guarantee that our e-mails to you will be secure from unauthorized interception.

## **Data Security**

We intend to take reasonable and appropriate steps to protect the personal information you may provide to us. We continuously verify our security measures to keep our visitor and customer information secure.

LDI does not track its customers over time and across third party websites to provide targeted advertising and therefore does not respond to Do Not Track (DNT) signals. However, some third party sites do keep track of your browsing activities when they serve you content, which enables them to tailor what they present to you.

## **Links**

This site contains links to other sites that provide information that we consider to be interesting. LDI is not responsible for the privacy practices or the content of such web sites.

## **Public Discussions**

This site may provide public discussions on various topics. Please note that any information you post in these discussions will become public. LDI does not agree or disagree with anything posted on the discussion board. Please do not post sensitive information in the public discussions, and remember that you must comply with our other published policies regarding postings on our public forums.

## **Children's Privacy**

LDI will not intentionally collect any personal information (such as a child's name or email address) from children under the age of 13. If you think that we have collected personal information from a child under the age of 13, please contact us.

## **Changes**

LDI reserves the right to modify this statement at any time. Any changes to this Privacy Policy will be listed in this section, and if such changes are material, a notice will be included on the home page of the web site for a period of time.

Added the following language to the Data Security section:

LDI does not track its customers over time and across third party websites to provide targeted advertising and therefore does not respond to Do Not Track (DNT) signals. However, some third party sites do keep track of your browsing activities when they serve you content, which enables them to tailor what they present to you.

**QUESTIONS, COMMENTS, AND NOTICES.** The mailing address for LDI is

5600 North Highway 169  
New Hope MN 55428  
Attention: General Counsel

You can also address questions about this web site by using the [Contact Us](#) feature.