

## Mind's Eye Fabrication, Inc.

### Privacy Policy

Mind's Eye Fabrication has always been committed to maintaining the accuracy, confidentiality, and security of your personal and corporate information. We have established Privacy Principles to govern our use of customer information.

**Mind's Eye Fabrication does not sell, share or distribute Customer Information to any third party organization for any purpose unrelated to providing estimates or performance of work authorized by our customers. Examples of information provided to third parties may include work-site address for gate automation specialists (if applicable) or delivery address for goods shipped directly to our customers (if applicable). Only the minimal information necessary shall be provided to satisfy customer requirements.**

### Accountability

Mind's Eye Fabrication is responsible for maintaining and protecting customer information under its control. Direct access to customer information is limited only to Mind's Eye Fabrication's employees whose job functions require it.

### Purposes

The purpose for which customer information is collected is to assist in contacting our customers to discuss their project and needs. A phone number or email address must be included so that Mind's Eye Fabrication can contact you to discuss your project.

#### Physical Address

Your address is not required for initial consultation. However, it will be needed in order to measure evaluate and assess the installation site/work site if applicable. Providing your address herein assists in scheduling appointments by allowing reasonable time to get to your location from any previous appointment in time. A city or zip code may be close enough for this purpose.

Do not include credit card numbers, social security numbers, birthday or any other sensitive information through the "Contact Us" form or any subsequent email(s).

### Consent

By submitting the "Contact Us" form, you authorize Mind's Eye Fabrication to contact you by one of the methods available to discuss your project. You may cancel this consent at any time.

### Limiting Collection

The customer information collected must be limited to those details necessary for the purposes identified by Mind's Eye Fabrication. Information must be collected by fair and lawful means.

### Limiting Use, Disclosure and Retention

Customer information may only be used or disclosed for the purpose for which it was collected unless the customer has otherwise consented, or when it is required or permitted by law.

### Accuracy

Customer information must be maintained in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

### Safeguarding Customer Information

Customer information must be protected by security safeguards that are appropriate to the sensitivity level of the information.

### Openness

Mind's Eye Fabrication is required to make information available to customers concerning the policies and practices that apply to the management of their information.

### Customer Access

Upon request, a customer shall be informed of the existence, use and disclosure of their information, and shall be given access to it. Customers may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate.

### Handling Customer Complaints and Suggestions

Customers may direct any questions or inquiries with respect to the privacy principles outlined above or about our practices by contacting the designated person(s) accountable for privacy at Mind's Eye Fabrication.

### Opt-out

If you would like to unsubscribe, please send email to [info@mindseyefab.com](mailto:info@mindseyefab.com) or mail to 317 Lee Miller Dr., Suwanee, GA. 30024 or call (770) 363-4561.