

# Privacy Policy

Protecting the security and privacy of your personal data is important to Building One. This Privacy Policy describes Building One's practices concerning how we handle your personal data. This Privacy Policy applies to Building One's websites, and any of their subpages, subdomains or desktop and mobile versions, including any content, materials, software, information, data, features, functionality and services made available therein (the "Site").

Please review this Privacy Policy carefully to understand how we process your information. By using the Site, you agree to the personal data practices explained below. If you do not agree with the practices and procedures described in this Privacy Policy, please discontinue using the Site.

We may modify or change this Privacy Policy at any time. If we make any material changes to this Privacy Statement, we will notify you by means of notice on the Site prior to the change becoming effective. Amendments to the Privacy Statement are effective immediately when posted on the Site. Your continued use of the Site after posting of amendments will be deemed your acceptance of the changes to this Privacy Policy.

You can determine when this Privacy Policy was last revised by referring to the date it was "Last Updated" below.

## Privacy Protection

Building One will handle your personal data in compliance with applicable laws on data privacy protection and data security. Building One does not install any software applications or scripts, including spyware, on your computer and does not sell any information under any circumstances to third parties.

## Collection of Information

When you interact with the Site, we may collect information about you, including "personal information" and "non-identifying" information.

"Personally Identifiable Information" means information about you that specifically identifies you or, when combined with other information we have, can be used to identify you, such as name, telephone number, email address, physical address, customer number, employer, job title, industry, and payment card information.

"Non-identifying information" means information that alone cannot directly identify you, such as usage data that automatically records information about your visit (like your browser, domains, page views, the URL of the page that referred you, the URL of the page you next visit, your IP address, page navigation, time and duration of your visits to the Site, and the type and amounts of your purchases); data from cookies, pixel tags, and web beacons; and device data (like the type of operating system you use, mobile device model, browser type, domain, and other system settings, the language your system uses and the country and time zone of your device, and mobile phone carrier identification).

## How We Collect and Use Information

**Volunteered Information:** We only collect Personally identifiable information from you if you choose to share such information with us. For example, you may be required to provide us with certain Personally Identifiable Information to register with the Site, sign up for certain services available through the Site, complete transactions via the Site, contact Building One, or respond to surveys, questionnaires or applications.

**Cookies:** When you view Building One's Site, Building One may also use cookies, web beacons, pixel tags, and other technologies ("Cookies") to keep records, store your preferences, improve our advertising, and collect certain non-identifying information about your interactions with our Site, like log data and device data. Cookies can help us in many ways, for example, by allowing us to better understand how you use our Site, to tailor our Site to better match your interests, to troubleshoot and diagnose any problems or issues you may be having, and to otherwise administer and improve the quality of our Site. Cookies also help you to smoothly navigate our Site.

## **How we use the Information**

Building One will only use the information you've supplied (whether Personally Identifiable or not) as an application for employment for the purposes of employment only. Building One's site sometimes uses the non-personally identifiable information that is collected to improve the design and content of Building One's site and to enable us to personalize a User's Internet experience. The Building One site also may use this information in the aggregate to analyze site usage. Under certain circumstances, Building One may disclose personally identifiable information to third parties. Building One may disclose personally identifiable information, for example, in response to legal process in response to a court order or a subpoena. Building One also may disclose such information in response to a law enforcement agency's request. Agents and contractors of Building One who have access to personally identifiable information are required to protect this information in a manner that is consistent with this Privacy Policy by, for example, not using the information for any purpose other than to carry out the services they are performing for Building One. Although Building One takes appropriate measures to safeguard against unauthorized disclosures of information, the Building One site cannot assure that personally identifiable information that the site collects will never be disclosed in a manner that is inconsistent with this Privacy Policy. Finally, Building One will not use or transfer personally identifiable information provided to us in ways unrelated to the ones described above without also providing Users with an opportunity to opt out of these unrelated uses.

You can always review, correct, update, or change your personal information at any time, or opt out of our direct marketing efforts, by changing the relevant settings in your profile or account (if available), or by contacting us at 1-800-262-0854

**Cookies:** You may configure how your browser and mobile device handles Cookies by adjusting its privacy and security settings. Browsers and mobile devices are different, so refer to instructions related to your browser and device to learn about cookie-related and other privacy and security settings that may be available. While you may choose to adjust, block or not allow the use of Cookies, doing so may impair your use of our Site.

**Mobile Device Data:** You may manage how your mobile device and mobile browser share certain device data with Building One by adjusting the privacy and security settings on your mobile device. Please refer to instructions provided by your mobile service provider or the manufacturer of your device to learn how to adjust your settings.

## **Children**

The Building One Site is a general audience site. It is not intended for, nor does Building One direct any of its content to, children under thirteen (13) years of age.

## **Security**

Building One has implemented commercially reasonable security measures that are appropriate to the nature of the information that we collect and are designed to safeguard that information from unauthorized access, destruction, use, modification, or disclosure. To the extent we utilize third party service providers, such as cloud services, to store your personal information, those third party service providers are obligated to also protect your personal information.

Only Building One and Building One authorized entities are allowed to access information stored on our servers and service provider servers. Unauthorized accessing of Building One information stored on our servers and service provider servers is a violation of the law. In the event of a breach of security, Building One will press charges to the fullest extent against those parties illegally accessing information on our servers.

Notwithstanding the above, no data transmission or storage system can be guaranteed to be fully secure. As a result, while we strive to protect information transmitted on or through the Site, we cannot and do not guarantee or warrant the security of any information you transmit on or through the Site, and you do so at your own risk.

The safety and security of your information also depends on you. Where you have chosen a password for access to certain parts of our Site, you are responsible for keeping this password confidential. You should not share your password with anyone. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you have with us has been compromised), please immediately notify us of the problem by contacting us at 1-800-262-0854

## **Links to Other Web Sites**

To the extent Building One's Site contains links to other websites, Building One is not responsible for the privacy practices or the content of other websites. We encourage you to review the privacy policies or statements of these third party websites to learn more about the ways they may collect, use, or otherwise process your information.

## **Questions and Comments**

If you have any questions or comments about Building One's Privacy Policy please click on "[Contact Us](#)" and email your questions or comments to us.

**Last Updated: December 16, 2016**