# **Customer Privacy Policy**

Last updated August 27, 2025

This privacy policy describes how we at Cradle to Grave Engineering Inc. (C2G Engineering) collect, store, and use the information you provide to us when you use our digital services.

#### 1. Data Collection

#### **Personal Information**

Information collected from our website users are all voluntary and are often triggered by onsite actions. Below are source(s) of data collection and what information is stored:

- Contact Form
  - First Name
  - Last Name
  - Email
  - o Phone Number

#### **Sensitive Information**

We do not collect, process, or store sensitive information (e.g. SSN, Credit Card Info, Health Records) on C2G Engineering digital services.

#### **Technical Information**

The website collects technical information automatically upon accessing any pages on the website. The data collected of this category are used for security and internal analytics / reporting purposes. The information collected follows:

- Timestamp of request made to the service.
- IP address of device used to access service.
- The webpage being access by the device.
- User-Agent which reveals the operating system of the used device and the browser being used.
- The referrer page that you were at when the request was sent.

#### **External Information**

Outside of security purposes we do not collect information about user habits, accounts, or any other form of data from external sources. The exception to the rule is in the event of a detected potential security event involved IP addresses might be compared to external security databases to determine if the user is a known hostile actor.

## 2. Data Processing

Information provided may be used by the Data Processor, GoDaddy, to perform a variety of task instructed by the Data Controller, C2G Engineering, including the following:

- You may be contacted if an inquiry is submitted on the contact page using the contact methods provided.
- Your automatically collected technical information may be used to determine if you are a malicious actor if suspicious activity is detected.

## 3. Data Sharing

Data is not shared, sold, or otherwise accessed by other 3<sup>rd</sup> party services.

## 4. Third-Party Websites

Our policy only applies to C2G Engineering owned websites and does not extend to linked webpages such as those found in the *Partners* page on the main company website. The purpose of linking to those sites is to inform yourself of their products and what we could potentially offer from them. Therefore, we do not directly endorse their privacy policy and do not enforce our policy when you leave our domain.

### 5. Cookies and Tracking

We do not use cookies for tracking or any form of tracking technology for users who are not logged in. The only users who can log in are employees and the information surrounding those users is available in the <u>Internal Privacy Policy</u>. Users do have a CSRF Token cookie present that does not store any user information, it is automatic and cannot be disabled due to its usage in security.

# 6. International Data Transfer and Storage

If you are accessing C2G Engineering owned services from outside the United States you must understand that any information collected will be transferred to and stored on United States based servers. Data stored is securely on databases and limited access servers with limited users having permission to access.

### 7. Data Retention

Personal information collected will be stored up until it no longer serves a business purpose. For technical logs information will be compressed and archived appropriately to keep data secure. Regarding user side contact form inquiries, data is stored in a locked database and is deleted upon completion of inquiry response by a C2G Engineering

employee or if three (3) months have passed. Logs of service access are reviewed weekly for security abnormalities and deleted if nothing is detected.

### 8. Data Collection Regarding Minors

The online services provided by C2G Engineering is not intended for minors under the age of 18 years old. If you use the services provided you represent that you are 18 or older. If we at C2G Engineering become aware of data submitted by a minor that information will be deleted. If you, a user, become aware of a minor that has submitted information through our services please inform us at our corporate email provided.

## 9. Is This Notice Actively Updated

Yes, this notice is actively maintained as of August 27, 2025 and will continue to be maintained until further notice.

#### 10. How To Contact Us About This Notice

If you have any questions regarding the notice, contact us at privacy@c2geng.com, by phone at (833) 224-3647, or send physical mail to the address provided:

Cradle to Grave Engineering Inc.

90 Industrial Lane

Huntington, West Virginia 25702

**United States** 

## 11. User Data Review, Deletion, Updating

Users of the services provided have the <u>Right to be Forgotten</u>. If you the user wish to get access to old form submissions for access, edits, or wish for its deletion you can send an email to privacy@c2geng.com or call at the number provided above and wait for an admin to respond to confirm your identity and remove your entries.