













### **Privacy Policy**

Protecting your privacy is important to Sauder® Manufacturing Co. We strive to keep your personal information confidential. By ensuring that you are aware of and understand the Sauder® Manufacturing Co. Customer Privacy Policy, we can provide you with better service. Please take a moment to read the following policy to learn how we handle your personal information. This Privacy Policy sets forth the quidelines Sauder® Manufacturing Co. uses for protecting the information you provide to us during visits to our websites. By visiting Wieland, Sauder Education®, Sauder Worship Seating®, and Butler Human Services®Furniture, you are accepting the practices described in this Privacy Policy.

## Why we collect personal information

Sauder® Manufacturing Co. collects and uses your personal information to give you superior customer service and to provide you with convenient access to our products. From time to time, we may also use your personal information to contact you to participate in a market research survey so that we can gauge customer satisfaction and develop better products.

## How we collect personal information

We may collect information about you in several ways. For example, we might ask for your contact information when you communicate with us by telephone, email or our website.

#### When we disclose personal information

Because Sauder Manufacturing Co. utilizes a nationwide network of independent sales representatives, your personal information may at times be shared with your local sales representative. They will protect your personal information in accordance with Sauder Manufacturing Co.'s Privacy Policy.

#### How we protect your personal information

Sauder Manufacturing Co. safeguards the security of the data you send us with physical, electronic, and managerial procedures. We urge to you take every precaution to protect your personal data. Change passwords often, use a combination of letters and numbers, and make sure you use a secure browser.

# Collecting other personal information

When you browse Sauder Manufacturing Co.'s website, you are able to do so anonymously. We do not collect personal information when you browse.

Like many websites, the Sauder Manufacturing Co. website uses "cookie" technology. When you first connect to our site, the cookie identifies your browser with a unique, random number. The cookies do not reveal any personal information about you. Cookies help us understand which parts of our websites are the most popular resulting in where our visitors are going. We use cookies to study traffic patterns to make the site better.

# Our company-wide commitment to privacy

To make sure your personal information remains confidential, we communicate these privacy guidelines to our employees.

Sauder Manufacturing Co.'s website contains links to other sites. Sauder Manufacturing Co. does not share your personal information with those websites. We are not responsible for their privacy practices. We encourage you to learn about the privacy policies of those companies.

If we use your personal information differently from that stated, we will try to contact you via email using the most recent information we have. If you have not given us permission to communicate with you, you will not be contacted and will we use your personal information in a new manner.

Sauder Manufacturing Co. Privacy Policy is subject to change. We encourage reviewing the privacy policy regularly for changes.