



Privacy Statement

Metrix Instrument Co., LLP - Policy on Data Protection and Privacy of Personal Information

Scope and Purpose

This policy applies to all employees of Metrix Instrument Co., LLP¹. This policy may be supplemented by communications from the Information Services, Human Resources, and/or Law Departments. All supervisors are responsible for enforcing this policy. Employees are expected to be familiar with and comply with all such statements of policy in this area.

The purpose of this policy is to inform employees of the principles under which Metrix Instrument Co., LLP processes personal information.

Policy and Procedure

Definitions

“Personal data” and “personal information” are data about an identified or identifiable individual, received by Metrix Instrument Co., LLP and recorded in any form.

“Processing” means any online and offline processing and includes such activities as copying, filing, and inputting personal information into a database.

“Sensitive data” is data that pertains to racial or ethnic origins, political or religious beliefs, health or sex life. Sensitive data may not be processed at all, unless the individual has given explicit consent.

Notice

Metrix Instrument Co., LLP notifies all individuals about the purposes for which personal information is collected and used (ie. Ecommerce; New Customer Accounts).

Choice

Metrix Instrument Co., LLP gives each individual the opportunity to opt out from allowing the Company to disclose his/her personal information to a third party or to use it for a purpose incompatible with the purpose for which it was originally collected or authorized.

Onward Transfer (to Third Parties)

Metrix Instrument Co., LLP may transfer information to a third party acting as an agent for Metrix Instrument Co., LLP, such as a credit card processing/validation company, by making sure that the third party enters into an agreement with Metrix Instrument Co., LLP in which the third party promises to provide the same level of protection.

Security

Metrix Instrument Co., LLP takes reasonable precautions to protect personal data from loss, misuse, and unauthorized access, disclosure, alteration, and destruction.



Data Integrity

Metrix Instrument Co., LLP takes reasonable steps to ensure that data is accurate, complete, and current.

Access

An individual has the right to inquire as to the nature of the personal data collected or processed about him or her by Metrix Instrument Co., LLP or a third party vendor. This data will not be stored (ie. Credit Card information) on any Metrix Instrument Co., LLP systems.

Enforcement

Metrix Instrument Co., LLP will abide by the regulations of the jurisdictions in which it operates and will cooperate fully with any relevant data protection authorities.

Verification

Metrix Instrument Co., LLP conducts periodic self-assessment in order to verify that this Policy on Data Protection and Privacy of Personal Information is published and implemented within the Company.

Sincerely,

A handwritten signature in black ink that reads "Al Fitzpatrick". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Al Fitzpatrick
Global Sales Operations

4.4.14