

## PRIVACY POLICY

BY VISITING [WWW.A-R-A.ORG](http://WWW.A-R-A.ORG), YOU ARE AGREEING TO THE PROVISIONS OF THE PRIVACY POLICY BELOW.

Last updated: June 3, 2018

[WWW.A-R-A.ORG](http://WWW.A-R-A.ORG), (this "Website") is a service offered by The Automotive Dismantlers and Recycler's Association, Inc. ("ARA"). This privacy policy (the "Privacy Policy") describes the terms and conditions applicable to your access, use of this Website, and the protection of your information hereunder. ARA takes your privacy very seriously. This Privacy Policy applies to [www.A-R-A.org](http://www.A-R-A.org), each sub-domain associated with this URL, and other websites owned and/or operated by or for ARA including any future mobile sites (collectively, the "Sites"). By visiting the Sites, you are accepting the terms and condition set forth in this Privacy Policy and acknowledging that information collected from the Sites may be used in the manner stated herein. If you do not agree with this Privacy Policy, you are not permitted to use the Sites. Please find contact information in Section I(E) below relating to removal or modification (if applicable) of your information.

ARA may revise this Agreement, in its sole discretion, at any time by posting the amended Privacy Policy on this Website. For your convenience, the date of last revision has been included at the top this page. By using the Website after we post any changes to this Privacy Policy, you agree to accept those changes, whether or not you have reviewed them. Your continued use of the Website after changes have been posted will constitute your acceptance of such changes.

### **I. Data/Information ARA Collects and How it May be Used**

#### **A. Personally Identifiable Information**

ARA may request and collect your personally identifiable information at certain points throughout the Sites. Depending on the information and/or services that may interest you, you may be asked to provide your name, email address, address, phone number, and/or other similar identifiable information. Once you voluntarily provide your personal information, you are no longer anonymous to ARA or its affiliated entities. We may use this information to respond to an email or other inquiry, to help improve the Sites and our services (relating to our association and/or the automotive recycling industry), to better customize your experience on this Website, or to send updates or notices to you about ARA. However, we will not share your personally identifiable information with anyone outside ARA and its affiliated entities (except as otherwise provided under the section below entitled, Required Disclosures or to fulfill orders or accomplish membership account functions).

In addition, ARA does track and recognize each visitor's domain and IP address and how long the domain/IP address is logged on a given webpage and the number and type of pages visited. This data does not typically include personally identifiable information and is used by ARA solely to more efficiently operate and administer the Sites.

B. Children’s Privacy

ARA is unable to prevent children under the age of thirteen (13) from visiting this Website; however, no part of our Website is directed at or intended for persons under the age of thirteen (13). If you are under the age of thirteen (13), please do not access the Sites at any time or in any manner. In order to comply with the Children's Online Privacy Protection Act, ARA will not knowingly collect personally identifiable information from children under the age of thirteen (13). If, at any time, ARA learns or gains knowledge that personally identifiable information has been collected from person(s) under the age of thirteen (13) without verified parental consent, ARA will take the reasonable steps to delete such information. If you are aware of any person below the age of thirteen (13) (including yourself) who has visited the Sites and provided data, please follow the instructions in Section I(E) to contact us so we may assist in deleting such data.

Purpose/Activity	Personal Data	Legal Ground
To manage your registration, membership and account, including to allow you access to our Sites.	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• E-Mail Address</li> <li>• Phone Number</li> <li>• Password</li> <li>• IP Address</li> <li>• Browser and/or device data</li> </ul>	Necessary for the performance of a contract with you.
To communicate with you in general, particularly regarding: <ul style="list-style-type: none"> <li>• our site;</li> <li>• your questions and comments;</li> <li>• notify you about changes to our terms or privacy policy;</li> <li>• to administer our site and diagnose problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• E-Mail Address</li> <li>• Phone Number</li> <li>• Password</li> <li>• IP Address</li> <li>Browser and/or device data</li> </ul>	Our legitimate interests (to keep our records updated and to study how customers use our products/services, to respond to your questions and comments, to run our business efficiently, IT services, network security, to prevent fraud).
To notify you about promotional and special offers offered by other members to the membership of ARA.	<ul style="list-style-type: none"> <li>• Name</li> <li>• E-mail address</li> <li>• IP-address</li> <li>• Session data</li> <li>• Online activity on our site</li> <li>• User name</li> <li>• Location data</li> <li>• Mobile number</li> <li>• Browser and/or device data</li> </ul>	Your consent given in association with your membership to ARA or this website.

C. How ARA Protects Your Personal Information

Any information that could identify you will not be disclosed, except as otherwise stated herein, without your consent.

Only authorized employees or agents are permitted to have access to personally identifiable data about Site visitors, and that access is limited to what is reasonably needed to perform an employee's responsibilities, such as providing updates or notices or customer service.

Your password (if issued) is a component of our security system. As such, it is your responsibility to protect it. Do not share your password with any third parties.

From time to time, ARA may employ independent contractors, vendors and suppliers ("Outside Contractors") to provide specific services and products related to the Sites or to the services provided on the Sites, including but not limited to, performing general statistical analysis, maintaining an email suppression list as may be required by state and/or federal law, fraud screening, testing and implementation of special services to users, third-party payment processing, maintaining membership lists, and developing applications for the Sites and the services provided on the Sites. Although unlikely, these Outside Contractors may have limited access to information collected on the Website, in the course of providing such products or services. These Outside Contractors will not be permitted to disclose any information that could identify you without your express written consent. Members of ARA who use the Sites may have certain personal contact information provided to member vendors that ARA has programs with; these services are provided to help ARA members access discounts and products from affiliates and members. In no event will this information include any business information such as size, inventory, etc.

#### D. Use of "Cookies"

A "cookie" is a piece of data stored on the user's hard drive containing information about the user. Cookies may be used by ARA to enable it to track and target the interests of users to enhance their experience on the Sites. Usage of a cookie is in no way linked to any personally identifiable information while on the Sites. If a user rejects the cookie, they may still use the Sites. ARA currently uses a cookie to track logins to the site and enable a user the option to stay logged in over multiple sessions.

#### E. Update and/or Delete Information

If you would like to update your membership file or delete data relating to your use of this site, contact Kelly Badillo, Director of Membership, or call (571) 208-0428 Monday through Friday between 9:00am and 5:00pm Eastern Time. If you decide to close your account, we will deactivate it, and delete your profile information. Remember that once your account is closed, you will no longer be able to login or access your personal information through the Sites.

#### F. Required Disclosure of Your Personal Information

ARA reserves the right to disclose your information, without notice, if required to do so by law or in the good faith belief that such disclosure is necessary to: (i) conform to the edicts of law or comply with legal process served on ARA or any of its affiliated entities; (ii) protect and defend the rights of ARA or any of its affiliated entities, and/or (iii) act under exigent circumstances to protect the personal safety of users of the Sites or the general public.

### G. Third Party Links

ARA, from time to time, provides links to third party groups or websites to help promote either its individual members or information for the benefit of its members and/or the general public. This Privacy Policy applies solely to information collected in connection with this Website. ARA is not responsible for the privacy practices of other websites that may be linked to this Website. ARA encourages users to read the privacy policies of such websites and/or third-party advertisers listed on such websites when connected to such sites via this Website. Furthermore, ARA encourages you to ask questions before you disclose your personal information to others.

### H. Certain Rights of Visitors, Users and Members:

You may have the following rights with regard to your personal data:

- The right to request access to your personal data. This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- The right to request to correct your data if it is inaccurate. You may also supplement any incomplete data we have, taking into account the purposes of the processing.
- The right to request deletion of your personal data if:
  - your personal data is no longer necessary for the purposes for which we collected or processed them; or
  - you withdraw your consent if the processing of your personal data is based on consent and no other legal ground exists; or
  - you object to the processing of your personal data and we do not have an overriding legitimate ground for processing; or
  - your personal data is unlawfully processed; or
  - your personal data has to be deleted for compliance with a legal obligation.
- The right to object to the processing of your personal data. If applicable, we will comply with your request, unless we have a compelling overriding legitimate interest for processing or we need to continue processing your personal data to establish, exercise or defend a legal claim.
- The right to restrict the processing of personal data, if:
  - the accuracy of your personal data is contested by you while we verify its accuracy; or
  - the processing is unlawful and you oppose the deletion of your personal data and requests restriction; or
  - we no longer need your personal data for the purposes of processing, but your personal data is required by you for legal claims; or
  - you have objected to the processing, for the period in which we have to verify overriding legitimate grounds.
- The right to data portability. You may request us to receive the personal data that concern you in a structured, commonly used and machine-readable format. You may also request us to send this personal data to a third party, where feasible. You only have this right if it regards personal data you have provided to us, the processing is based on consent or necessary for the performance of a contract between you and us, and the processing is done by automated means.
- The right to set your post-mortem instructions to determine the way your personal data would be used and the way your rights would be exercised after your death. If we are informed of your

death, we will erase your personal data, except if we have to retain them in application of legal or regulatory provisions and/or legal retention periods and, if so, after their communication to a third party which may have been designated to us by you.

- You can exercise several of your rights through the "My personal information" section of your account. To exercise your other rights you can create a request by contacting Kelly Badillo, Director of Membership, or calling (571) 208-0428 Monday through Friday between 9:00am and 5:00pm Eastern Time.
- You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive.
- In order to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights), we may request that you provide us with a copy of your identity document. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

We may also contact you to ask you for further information in relation to your request to speed up our response.

#### I. Changes to our Privacy Policy

You should review the Privacy Policy whenever you use the Website in order to be aware of the ways that your personal information, if any, may be used. ARA reserves the right to change the Privacy Policy at any time, without prior notice. If we decide to change our Privacy Policy, the changes will be posted on this document.