

# **Motus Inc. Privacy Policy**

Welcome to the website of Motus Inc. At Motus, we respect your privacy and will not transfer your personal information to any third party. The following text will inform you on how we use and manage the information collected at Motus.

## **Website Visits**

Each time you visit Motus's website, our server automatically recognizes and logs your IP address. An IP address is basically the address of the computer making a request to our web server. No personal information or detail is obtained in this data interchange—a visitor's browser is not designed to provide this information.

At Motus, logged IP addresses are periodically reviewed and analyzed in an effort to monitor, maintain, and effectively improve our website. This information is retained for no other purpose and is not shared outside of Motus.

During a website visit, we may ask a customer for contact information (email address, telephone number, fax number and addresses for shipping/billing). This information is collected on a voluntary basis—and only with customer approval.

The Motus website may contain links to other websites. Motus does not control or take responsibility for personal information collected on these sites nor is Motus responsible for the accuracy or the content of these sites.

## **Customer Information**

Once you make a purchase or request other information from Motus, your name, shipping/ mailing address, telephone number, email address and fax number are included in our customer file.

This information is used to ensure a quick, efficient flow of products and services to you.

This information may also be used for other purposes as outlined below.

### Postal Addresses

Motus may use your mailing address to send Motus marketing materials to keep you updated on our most current products and services.

You may elect to opt out of this use of your mailing address by emailing us at [info@motusmechanical.com](mailto:info@motusmechanical.com).

## Email Addresses

Email addresses may be used to communicate information of interest to you about Motus. This includes Order Shipment/Tracking Information, Obsolete Part Bulletins, Service Change Information or other Motus promotional emails. You may elect to opt out of any or all of these emails except Order Shipment/Tracking Information by emailing us at [info@motusmechanical.com](mailto:info@motusmechanical.com).

Emails may be sent by Motus or an authorized agent working for Motus. All authorized agents operate with a confidentiality agreement. Information sent in this manner will always include opt out options.

Email addresses are never rented, sold or traded to third parties.

## Other Uses of Customer Information

Motus will only share customer information with government agencies if required by law.

## "Cookies"

A "cookie" is a very tiny piece of text we're asking permission to place on your computer's hard drive. If you agree, then your browser adds the text in a small file. Each "cookie" has a unique identifier and structure assigned by the sending website. Only the originating website can access a cookie left behind in a prior session (when you return to that site). Your identity will not become public information on the Internet because you visited our site.

Motus uses "cookies" to:

- Allow you to build an order or quote request over time, adding components throughout the day or over an extended period of time.
  - Uncommitted orders will remain available for 30 days. An order that has not been visited within that 30 day period will be removed.
- Allow you to easily return to the site to retrieve information on previous orders.
- Maintain a client/server connection or user "state" as you move between pages building an order.
- Allow you to store your user ID's.

"Cookies" cannot enable the web server to read from your hard drive, get your email address against your will, destroy files on your computer, create executable programs, or obtain sensitive information about you. "Cookies" from one site cannot be read by another site; your information cannot be passed from site to site.

If you feel that your privacy is being violated by the use of "cookies," they can be erased from your hard drive. However, any links developed with the website that sent the "cookies" are lost. In the case of an online order with Motus, the ability to create an order over time, or retrieve an order, would be lost.

## Contact Information

Please contact us if you have any questions, concerns or comments.

Motus Inc.

Phone: 601-331-8141

Email: [info@motusmechanical.com](mailto:info@motusmechanical.com)

"Calls to Motus may be monitored and recorded for quality assurance purposes."

*Note: We reserve the right to make changes to our privacy policy at any time without prior notification.*