

# A. Estéban & Company, Inc.

## Privacy Policy

This privacy policy will explain how A. Estéban & Company uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

### What data do we collect?

A. Estéban & Company collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Last time logged in
- Preferences like sorting and/or filtering of website data

### How do we collect your data?

You directly provide A. Estéban & Company with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

A. Estéban & Company may also receive your data indirectly from the following sources:

- Project or Design Teams where your information is used as part of the team data

### How will we use your data?

A. Estéban & Company collects your data so that we can:

- Process your order and/or manage your account.
- Contact you via email or phone call concerning orders placed by others that may require your direct input.

## How do we store your data?

A. Estéban & Company securely stores your data in our private data center in New York, NY as well as on data and web servers on private, cloud-based networks. A. Estéban & Company will keep your name, address, email address, and phone number for 10 years or until your specific project has ended. Once this time period has expired, we will delete your data by removing your information from our data servers.

## Marketing

A. Estéban & Company would like to send you information about products and services of ours that we think you might like. If you have agreed to receive marketing, you may always opt out at a later date. You have the right at any time to stop A. Estéban & Company from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please click "opt out" at the bottom of any emails you receive.

## What are your data protection rights?

A. Estéban & Company would like to make sure you are fully aware of all of your data protection rights.

Every user is entitled to the following:

**The right to access** - You have the right to request A. Estéban & Company for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** - You have the right to request that A. Estéban & Company correct any information you believe is inaccurate. You also have the right to request A. Estéban & Company to complete information you believe is incomplete.

**The right to erasure** - You have the right to request that A. Estéban & Company erase your personal data, under certain conditions.

**The right to restrict processing** - You have the right to request that A. Estéban & Company restrict the processing of your personal data, under certain conditions.

**The right to object to processing** - You have the right to object to A. Estéban & Company's processing of your personal data, under certain conditions.

**The right to data portability** - You have the right to request that A. Estéban & Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us:

E-mail: [support@esteban.com](mailto:support@esteban.com)

Call us at: (212) 714-2227

Or write to us:

132 West 36<sup>th</sup> Street  
11<sup>th</sup> Floor  
New York, NY 10018

## What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

## How do we use cookies?

A. Estéban & Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

## What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- Functionality - A. Estéban & Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- Advertising – We do not use cookies for advertising

## How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, some of our website features, specifically on websites that require you to sign in, may not function as a result.

## Privacy policies of other websites

A. Estéban & Company's websites may contain links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## Changes to our privacy policy

A. Estéban & Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on January 24<sup>th</sup>, 2023.

## How to contact us

If you have any questions about A. Estéban & Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

E-mail: [support@esteban.com](mailto:support@esteban.com)

Call us at: (212) 714-2227

Or write to us:

A. Esteban & Company  
Attn: Privacy Officer  
132 West 36<sup>th</sup> Street  
11<sup>th</sup> Floor  
New York, NY 10018

## How to contact the appropriate authority

Should you wish to report a complaint or if you feel that A. Estéban & Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

E-mail: [administrator@esteban.com](mailto:administrator@esteban.com)

Call us at: (212) 714-2227

Or write to us:

A. Esteban & Company  
Attn: Compliance Officer  
132 West 36<sup>th</sup> Street  
11<sup>th</sup> Floor  
New York, NY 10018