

PRIVACY STATEMENT

Last Updated: February 3, 2017

As a member of the Canon family of companies (“Canon”), Canon Virginia, Inc. (“CVI”) is committed to protecting your privacy. This Privacy Statement describes the information we collect from you online through this website operated by CVI, whether accessed via computer, mobile device, or other technology (collectively “Services”), and how that information will be used. Please read this Privacy Statement carefully, because by using the Services, you are acknowledging that you understand and agree to the terms of this Privacy Statement, and consent to the manner in which we may collect, use and disclose the foregoing information. In addition, please review this website’s [Terms of Use](#), which governs your use of the Services and any content you submit or purchases you make.

1. THE INFORMATION WE COLLECT

We and our service providers may collect information when you provide information to us and when information is collected automatically.

Personal Information

You may choose to give us personally identifiable information online to allow us to communicate with you or provide you with services. Our online forms ask for a small amount of relevant information, such as name, company name, email, street address, and phone number.

The types of personal information CVI may collect from you includes:

- Personal and business contact information, such as name, company name, address, phone number, and email address;
- Geo-location data such as your IP address, physical location, and other similar location information collected when you request location based services; and
- Any additional information relating to you that you provide to us directly through our websites or indirectly through use of our websites or online presence, through our representatives or otherwise.

Usage Information

In addition to the information you may provide, CVI may collect information when you access or use the Services or a website "powered by" another company on behalf of CVI through our use of data collection technologies, including web beacons, cookies, and embedded web links. These technologies collect certain traffic information that your browser sends to a website, such as

your browser type and language, access times, and the address of the website from which you arrived. They may also collect information about your Internet Protocol (IP) address, unique device identifier, geolocation information, clickstream behavior (i.e., the pages you view, the links you click, and other actions you take in connection with CVI websites or “powered by” websites) and product information. CVI may also use some of these technologies in connection with emails and communications sent from CVI and therefore may collect information using these tools when you open the email or click on a link contained in the email.

Below is some additional detail on how we use cookies and other technologies:

- **Cookies.** Cookies are data files placed on a device when it is used to visit the Service ("Cookies"). We may use Cookies to collect and store certain information about you, for security purposes, to facilitate site navigation and to personalize your experience while visiting our website. Cookies can remain in your computer for the duration of a browsing session or for a predetermined period of time. Cookies that remain in your computer for a predetermined period of time are called "persistent" cookies. We may use persistent cookies to show you recently-viewed products, provide you with product or service recommendations, or otherwise provide you with a customized experience.

If you would prefer not to accept Cookies, most browsers will allow you to: (i) change your browser settings to notify you when you receive a Cookie, which lets you choose whether or not to accept it; (ii) disable existing Cookies; or (iii) set your browser to automatically reject any Cookies.

Please be aware that if you disable or reject Cookies, some features and services on our Services may not work properly.

- **Other Technologies.** We may use standard Internet technology, such as web beacons (also called clear GIFs or pixel tags) and other similar technologies, to track your use of our Services. We also may include web beacons in e-mail messages, newsletters and advertisements to determine whether messages have been opened and acted upon. The information we obtain in this manner enables us to customize the Services we offer and measure the overall effectiveness of our online content and the products and services we offer through the Services.
- **Google Analytics.** We may use web analytics tools, such as Google Analytics, to measure and improve the effectiveness of our Service and related marketing and promotions. You may opt out of these tools by implementing the “Do Not Track” feature in your browser as described below.

- **Collection by Third-Parties.** We may allow third-parties, including our authorized service providers, advertising agencies and marketing partners to use tracking technologies, such as cookies and web beacons, to collect non-personal information about your visits to this and other websites on the Services. This information generally enables them to track and gauge the effectiveness of our Services and of various marketing campaigns and to serve ads about goods and services that may be of interest to you when you visit other websites across the Internet.
- **Use of Public Information.** CVI may also collect information from publicly or commercially available sources that it deems credible. Such information may include your name, address, email address, preferences, company name, title, specific devices that are financed or leased (UCC), interests, and firmographic or demographic/profile data. The information CVI collects from its public or commercial sources may be used along with the information CVI collects when you access or use the Services. For example, CVI may compare the geographic information acquired from publicly available sources with the IP address collected by the technologies discussed above to derive your general geographic area.

2. HOW WE USE INFORMATION

We may store, analyze and otherwise use the information we collect to:

- Improve the Services and the way we do business with our customers and prospective customers and partners;
- Respond to your questions and requests;
- Communicate with you about the Services, our products, services, and other promotions;
- Provide you with information about other Canon products and promotions that may be of interest to you;
- Perform research and analysis about usage and potential interest in our products, services, or content;
- Enforce this Privacy Statement and the [Terms of Use](#), including to protect the rights, property or safety of CVI, its partners and affiliates, or any other person and the copyright-protected content of the Services;
- Support the technical functionality of the Services and analyze your use of the Services, including your interaction with products and services that are made available, linked to or offered in the Services; and
- As otherwise stated in this Privacy Statement.

3. WITH WHOM WE SHARE YOUR INFORMATION

Affiliates

We are part of the Canon family of companies and may share your information with our parent company, subsidiaries, and affiliates.

Third Parties Providing Services on our Behalf

CVI retains service providers and suppliers to manage or support its business operations, provide professional services, deliver products, services and customer solutions and to assist with marketing and communication initiatives. These providers include, for example, credit card processors, debt collectors, providers of customer support and live-help, marketing and communications, talent acquisition and employment management services, hosting and IT service providers, email service providers, automated data processors, shipping agents, website management and support services, order fulfillment and delivery. We may share your information with these companies to enable them to provide you with services on our behalf, and for the purpose of conducting general business analysis. For example, we may share website usage and marketing information with our marketing partners.

In addition, if you inquire about a product that CVI does not sell directly, we may forward your information to a CVI partner or affiliate, and they may reach out to you about your product needs. In any event, the third-parties with whom we conduct business are obligated to use your information only to perform the service for which they are hired.

Legal Proceedings

We may also share your personal information:

- In response to a subpoena or similar investigative demand, a court order, or a request for cooperation from law enforcement or other government agency; to establish or exercise our legal rights; to defend against legal claims; or as otherwise required by law. In such cases, we may raise or waive any legal objection or right available to us.
- When we believe disclosure is appropriate in connection with efforts to investigate, prevent, or take other action regarding illegal activity, suspected fraud or other wrongdoing; to protect and defend the rights, property or safety of our company, our users, our employees, or others; to comply with applicable law or cooperate with law enforcement; or to enforce our web site Terms and Conditions or other agreements or policies.
- In connection with a substantial corporate transaction, such as the sale of our business, a divestiture, merger, consolidation, or asset sale, or in the unlikely event of bankruptcy.

4. OUR COMMITMENT TO CHILDREN'S PRIVACY

Protecting the privacy of the very young is especially important. CVI does not target its Services to children under the age of 13.

5. YOUR CHOICES ABOUT COLLECTION AND USE OF YOUR INFORMATION

You have the right to tell us:

- Not to send you emails or other marketing or promotional communications;
- To correct or update your personal information;
- To provide you with a copy of the personal information we have about you;
- To delete your personal information (if for some reason we are not able to remove your content or personal information, we will let you know); and
- Not to share your personal information with third parties.

If you no longer wish to receive communications from CVI, please:

- Email your request to sales@cvi.canon.com

Please note that we may send you other types of transactional and relationship e-mail communications, such as service announcements and administrative notices without offering you the opportunity to opt out of receiving them. If you are a minor and have registered for an account on one of our websites, you have the right to request that we remove any content or information posted on that website. We cannot ensure complete or comprehensive removal of the content or information posted on our websites, but at your request we can hide this information from public view.

We are under no obligation to store your personal information indefinitely and disclaim any liability arising out of, or related to, the destruction of such personal information. It may not always be possible to completely remove or delete all of your information from our databases without some residual data because of backups and other reasons.

We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

6. THIRD-PARTY WEB SITES AND INTEREST-BASED MARKETING

Links. There are a number of places on our Services where you may click on a link to access other web sites that do not operate under this Privacy Statement. For example, if you click on an advertisement or a third-party logo on our Services, you may be taken to a web site that we do not control. These third-party web sites, including other sites owned or controlled by CVI, may

independently solicit and collect information, including personal information, from you. We recommend that you consult the privacy statements of all third-party web sites you visit by clicking on the "privacy" link typically located at the bottom of the web page you are visiting.

Do Not Track

This CVI website is configured to recognize "do not track" signals sent as a header by Internet browsers as it relates to Google Analytics only. Unless you disable such tracking technologies using your browser, you agree that by using the Services, CVI may place cookies or other related technologies on your device. However, other settings within your browser may permit you to block cookies or other related technologies that enable websites to collect information that can be used to tailor advertisements to your interest. Please check your browser's settings or consult your browser's help information for more details.

7. INFORMATION SECURITY

When you submit information to CVI through our Services, you should be aware that your information is transmitted across multiple computer systems on the Internet. Although we take steps to protect your information, data security technologies constantly are evolving. Because no method of transmitting or storing electronic data on the Internet is ever completely secure, we cannot guarantee that such information will never be accessed, used, or released in a manner that is inconsistent with this Statement.

8. VISITING OUR WEB SITE FROM OUTSIDE THE UNITED STATES

Given that we are an international business, our use of your information necessarily involves the transmission of data on an international basis. The CVI servers that process the data you provide us are located in the United States, Japan, and other jurisdictions. By using the Services, or providing us with any information, you expressly consent to the collection, processing, maintenance and transfer of such information in the United States and other countries where the privacy laws may be different from those in the country where you reside and/or are a citizen, and waive any claims relating to the collection, processing, or transfer of data outside of your country of residence.

9. RIGHT TO MODIFY THIS PRIVACY STATEMENT

CVI reserves the right to modify this Privacy Statement at any time at its sole discretion. If we modify the Privacy Statement, we will post the revised statement here, with an updated revision date. In the event we make material changes to this Privacy Statement, we will notify you through the Services prior to the changes taking effect. Please note that if you do not agree to the modified Privacy Statement, you may not use the Services.

10. YOUR CALIFORNIA PRIVACY RIGHTS

California Civil Code Section 1798.83 gives California residents the right to request, from a business with whom the California resident has an established business relationship, certain information with respect to the types of personal

information the business shares with third-parties for direct marketing purposes by such third-party, and the identities of the third-parties with whom the business has shared such information during the immediately preceding year. To request a copy of the information disclosure provided by CVI pursuant to California Civil Code Section 1798.83, please contact us at the email address listed below.

11. HOW TO CONTACT US

Should you have questions or concerns about this Statement, please email your inquiry to sales@cvi.canon.com