



## Privacy Policy Man & Machine, Inc.

This policy explains how we, at Man & Machine, Inc., collect, use and protect your personal data when you contact us via our info email, website contact form, by telephone, participate in surveys, apply for a job, or when we meet you in person during events such as trade shows, sales meetings, or other business interactions.

### 1. Information we collect

When you have been in contact with us, we may collect the following information:

- Your name
- Your email address
- Your phone number (if provided)
- Your company name and address (if provided)
- Any other personal information you voluntarily provide during the course of our communication

### 2. How we use your information

The information you provide will be used for the following purposes:

- To respond to your inquiry or message
- To provide you with the information or services you request
- To follow up on any further communication regarding your inquiry
- To improve the quality of our products and services
- We will not use the information for marketing purposes unless you have explicitly opted in to receive such communications.

### 3. Data storage and protection

We are committed to ensuring that your information is secure. To prevent unauthorized access or disclosure, we have implemented suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Emails sent to our info addresses are stored in our secure email system. Contact form submissions are stored in a secure database and are accessible only to authorized personnel.

### 4. Third-party sharing

We do not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so.

### 5. Data retention

We will retain your contact details for the duration of your relationship with us or as required by law. After this period, your data will be securely deleted.



#### 6. Cookie notice

We use cookies to improve your experience on our website, remember your preferences, and analyze site usage. Some cookies are essential for site functionality, while others help us provide relevant content and ads. You can control and manage cookies through your browser settings. You can choose to block or delete cookies, but this may impact your experience on our website.

#### 7. Your rights

You have the right to request access to, correction of, or deletion of the personal data we hold about you. To exercise these rights or for any questions regarding your personal data, please contact us by email at [info@mmimd.com](mailto:info@mmimd.com) or by phone at 301.341.4900.

#### 8. General Data Protection Regulation

This Privacy Policy complies with the General Data Protection Regulation (EU GDPR) and applicable international data protection laws.



This notice was last revised August 21, 2025