

## **Privacy Shield Policy**

Hydro Instruments has adopted this Privacy Shield Policy ("Policy") to establish and maintain an adequate level of Personal Data privacy protection. This Policy applies to the processing of Personal Data that Hydro Instruments obtains from Customers located in the European Union and Switzerland.

Hydro Instruments complies with the US-EU Privacy Shield Framework and Swiss-US Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use, and retention of personal information from Individual Customers in the European Union member countries and Switzerland. Hydro Instruments has certified that it adheres to the Privacy Shield Privacy Principles of notice, choice, accountability for onward transfer, security, data integrity and purpose limitation, access, recourse, enforcement and liability. If there is any conflict between the policies in this privacy policy and the Privacy Shield Privacy Principles, the Privacy Shield Privacy Principles shall govern. To learn more about the Privacy Shield program, and to view our certification page, please visit <https://www.privacyshield.gov>.

The Federal Trade Commission (FTC) has jurisdiction over Hydro Instruments' compliance with the Privacy Shield.

All Hydro Instruments employees who handle Personal Data from Europe and Switzerland are required to comply with the Principles stated in this Policy.

Capitalized terms are defined in Section 14 of this Policy.

### **I. SCOPE**

This Policy applies to the processing of Individual Customer Personal Data that Hydro Instruments receives in the United States concerning Individual Customers who reside in the European Union and Switzerland. Hydro Instruments provides products and services to businesses.

This Policy does not cover data from which individual persons cannot be identified or situations in which pseudonyms are used. (The use of pseudonyms involves the replacement of names or other identifiers with substitutes so that identification of individual persons is not possible.)

### **II. RESPONSIBILITIES AND MANAGEMENT**

Hydro Instruments has designated the general manager to oversee its information security program, including its compliance with the EU and Swiss Privacy Shield program. The general manager shall review and approve any material changes to this program as necessary. Any questions, concerns, or comments regarding this Policy also may be directed to [alan@hydroinstruments.com](mailto:alan@hydroinstruments.com).

Hydro Instruments will maintain, monitor, test, and upgrade information security policies, practices, and systems to assist in protecting the Personal Data that it collects. Hydro Instruments personnel will receive training, as applicable, to effectively implement this Policy. Please refer to Section 7 for a discussion of the steps that Hydro Instruments has undertaken to protect Personal Data.

### **III. RENEWAL / VERIFICATION**

Hydro Instruments will renew its US-EU Privacy Shield and Swiss-US Privacy Shield certifications annually, unless it subsequently determines that it no longer needs such certification or if it employs a different adequacy mechanism.

Prior to the re-certification, Hydro Instruments will conduct an in-house verification to ensure that its attestations and assertions about its treatment of Individual Customer Personal Data are accurate and that the company has appropriately implemented these practices. Specifically, as part of the verification process, Hydro Instruments will undertake the following:

- A. Review this Privacy Shield policy and its publicly posted website privacy policy to ensure that these policies accurately describe the practices regarding the collection of Individual Customer Personal Data
- B. Ensure that the publicly posted privacy policy informs Individual Customers of Hydro Instruments' participation in the US EU Privacy Shield and US Swiss Privacy Shield programs and where to obtain a copy of additional information (e.g., a copy of this Policy)
- C. Ensure that this Policy continues to comply with the Privacy Shield principles
- D. Confirm that Individual Customers are made aware of the process for addressing complaints and any independent dispute resolution process (Hydro Instruments may do so through its publicly posted website, Individual Customer contract, or both)
- E. Review its processes and procedures for training Employees about Hydro Instruments' participation in the Privacy Shield programs and the appropriate handling of Individual's Personal Data

Hydro Instruments will prepare an internal verification statement on an annual basis.

#### **IV. COLLECTION AND USE OF PERSONAL DATA**

Hydro Instruments manufactures products that are sold to businesses. Hydro Instruments collects Personal Data from Individual Customers when they purchase its products, request information or otherwise communicate with us. For example, Hydro Instruments individual customers may contact us by phone or e-mail in the course of business discussions or technical support discussions.

The Personal Data that we collect may vary based on the Individual Customer's interaction with our company. As a general matter, Hydro Instruments collects the following types of Personal Data from its Individual Customers: contact information, including, a contact person's name, work email address, work mailing address, work telephone number, title, and company name. Individual customers only provide us the above mentioned contact information voluntarily via e-mail, phone, fax, or direct personal contact. Hydro Instruments does not collect or store payment information of our customers.

We also may collect Personal Data from persons who contact us by sending e-mails through our website to request additional information; in such a situation, we would collect contact information (as discussed above) and any other information that the person chooses to submit to us.

The information that we collect from Individual Customers is used for selling the products and services they buy from us, managing transactions, reporting, invoicing, other operations related to providing services and products to the Individual Customer.

Hydro Instruments uses Personal Data that it collects directly from its Individual Customers for the following business purposes, without limitation:

1. maintaining and supporting its products, delivering and providing the requested products/services, and complying with its contractual obligations related thereto
2. satisfying governmental reporting, tax, and other requirements (e.g., import/export);
3. storing and processing data, including Personal Data, in computer databases and servers located in the United States;
4. for other business-related purposes permitted or required under applicable local law and regulation;
5. and as otherwise required by law.

Hydro Instruments does not disclose personal information to third parties. The only exception to this is related to providing contact information in the course of communication between distributors and customers. Should this change in the future, we will provide individuals with the option to opt-out.

## **V. DISCLOSURES / ONWARD TRANSFERS OF PERSONAL DATA**

Except as otherwise provided herein, Hydro Instruments discloses Personal Data only to Third Parties who reasonably need to know such data only for the scope of the initial transaction and not for other purposes. Such recipients must agree to abide by confidentiality obligations.

Hydro Instruments may provide Personal Data to Third Parties that act as distributors, consultants, and contractors to perform tasks on behalf of and under our instructions. For example, Hydro Instruments may provide name, phone number, e-mail address information to a distributor or customer in order to allow them to contact each other. Such Third Parties must agree to use such Personal Data only for the purposes for which they have been engaged by

Hydro Instruments and they must either:

1. comply with the Privacy Shield principles or another mechanism permitted by the applicable EU & Swiss data protection law(s) for transfers and processing of Personal Data;
2. or agree to provide adequate protections for the Personal Data that are no less protective than those set out in this Policy;

Hydro Instruments also may disclose Personal Data for other purposes or to other Third Parties when a Data Subject has consented to or requested such disclosure. Please be aware that Hydro Instruments may be required to disclose an individual's personal information in response to a lawful request by public authorities, including to meet national security or law enforcement requirements. Hydro Instruments is liable for appropriate onward transfers of personal data to third parties.

## **VI. SENSITIVE DATA**

Hydro Instruments does not collect Sensitive Data from its Individual Customers.

## **VII. DATA INTEGRITY AND SECURITY**

Hydro Instruments uses reasonable efforts to maintain the accuracy and integrity of Personal Data and to update it as appropriate. Hydro Instruments has implemented physical and technical safeguards to protect Personal Data from loss, misuse, and unauthorized access, disclosure, alteration, or destruction. For example, electronically stored Personal Data is stored on a secure network with firewall protection, and access to Hydro Instruments' electronic information systems requires user authentication via password or similar means. Hydro Instruments also employs access restrictions, limiting the scope of employees who have access to Individual Customer Personal Data.

Despite these precautions, no data security safeguards guarantee 100% security all of the time.

## **VIII. NOTIFICATION**

Hydro Instruments notifies Individual Customers about its adherence to the EU-US Privacy Shield and Swiss-US Privacy Shield principles through its publicly posted website privacy policy, available at: <http://www.hydroinstruments.com/CompanyProfile.aspx> and take Individual customers approval and adherence to the current policy when they provide their information to us in the transactional process.

## **IX. ACCESSING PERSONAL DATA**

Hydro Instruments personnel may access and use Personal Data only if they are authorized to do so and only for the purpose for which they are authorized.

## **X. RIGHT TO ACCESS, CHANGE OR DELETE PERSONAL DATA**

A. Right to Access. Individual Customers have the right to know what Personal Data about them is included in the databases and to ensure that such Personal Data is accurate and relevant for the purposes for which Hydro Instruments collected it. Upon reasonable request and as required by the Privacy Shield principles, Hydro Instruments allows Individual Customers access to their Personal Data, in order to correct or amend such data where inaccurate. Individual Customers may edit their Personal Data by contacting Hydro Instruments by phone or email. In making modifications to their Personal Data, Data Subjects must provide only truthful, complete, and accurate information. To request erasure of Personal Data, Individual Customers should submit a written request to Hydro Instruments office.

B. Requests for Personal Data. Hydro Instruments will track each of the following and will provide notice to the appropriate parties under law and contract when either of the following circumstances arise: (a) legally binding request for disclosure of the Personal Data by a law enforcement authority unless prohibited by law or regulation; or (b) requests received from the Data Subject. If Hydro Instruments receives a request for access to his/her Personal Data from an Individual Customer, then, unless otherwise required under law or by contract with such Individual Customer, Hydro Instruments will refer such Data Subject to the Individual Customer.

C. Satisfying Requests for Access, Modifications, and Corrections. Hydro Instruments will endeavor to respond in a timely manner to all reasonable written requests to view, modify, or inactivate Personal Data.

## **XI. CHANGES TO THIS POLICY**

This Policy may be amended from time to time, consistent with the Privacy Shield Principles and applicable data protection and privacy laws and principles. We will make employees available of changes to this policy either by posting to our intranet, through email, or other means. We will notify Customers if we make changes that materially affect the way we handle Personal Data previously collected, and we will allow them to choose whether their Personal Data may be used in any materially different manner.

## **XII. QUESTIONS OR COMPLAINTS**

EU and Swiss Individual customers may contact Hydro Instruments with questions or complaints concerning this Policy at the following address: [alan@hydroinstruments.com](mailto:alan@hydroinstruments.com)

## **XIII. ENFORCEMENT AND DISPUTE RESOLUTION**

In compliance with the US-EU and Swiss-US Privacy Shield Principles, Hydro Instruments commits to resolve complaints about your privacy and our collection or use of your personal information. EU and Swiss individuals with questions or concerns about the use of their Personal Data should contact us at: [alan@hydroinstruments.com](mailto:alan@hydroinstruments.com)

If a Customer's question or concern cannot be satisfied through this process Hydro Instruments has further committed to refer unresolved privacy complaints under US-EU Privacy Shield and Swiss-US Privacy Shield to an independent dispute resolution mechanism operated by the EU data protection authorities (DPAs) or the Swiss Federal Data Protection and Information Commissioner (FDPIC).

If you do not receive timely acknowledgement of your complaint, or if your complaint is not satisfactorily addressed by Hydro Instruments, EU and Swiss individuals may bring a complaint before the EU data protection authorities (DPAs) or the Swiss FDPIC. To locate the appropriate EU DPA, please visit: [https://ec.europa.eu/info/law/law-topic/data-protection/reform/what-are-data-protection-authorities-dpas\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/reform/what-are-data-protection-authorities-dpas_en). For the Swiss FDPIC, please visit: <https://www.edoeb.admin.ch/edoeb/en/home/the-fdpic/task.html>.

Finally, as a last resort and in limited situations, EU and Swiss individuals may seek redress from the Privacy Shield Panel, a binding arbitration mechanism.

#### **XIV. DEFINED TERMS**

Capitalized terms in this Privacy Policy have the following meanings:

"*Individual Customer*" means an Individual customer or client of Hydro Instruments from EU or Switzerland. The term also shall include any individual agent, representative, of an individual customer of Hydro Instruments and all employee of Hydro Instruments where Hydro Instruments has obtained his or her Personal Data from such Individual Customer as part of its business relationship with Hydro Instruments.

"*Data Subject*" means an identified or identifiable natural living person. An identifiable person is one who can be identified, directly or indirectly, by reference to a name, or to one or more factors unique to his or her personal physical, psychological, mental, economic, cultural or social characteristics. For Customers residing in Switzerland, a Data Subject also may include a legal entity.

"*Employee*" means an employee (whether temporary, permanent, part-time, or contract), former employee, independent contractor, or job applicant of Hydro Instruments or any of its affiliates or subsidiaries, who is also a resident of a country within the European Economic Area.

"*Europe*" or "*European*" refers to a country in the European Union.

"*Personal Data*" as defined under the European Union Directive 95/46/EC means data that personally identifies or may be used to personally identify a person, including an individual's name in combination with country of birth, marital status, emergency contact, salary information, terms of employment, job qualifications (such as educational degrees earned), address, phone number, e-mail address, user ID, password, and identification numbers. Personal Data does not include data that is de-identified, anonymous, or publicly available. For Switzerland, the term "person" includes both a natural person and a legal entity, regardless of the form of the legal entity.

"*Sensitive Data*" means Personal Data that discloses a Data Subject's medical or health condition, race or ethnicity, political, religious or philosophical affiliations or opinions, sexual orientation, or trade union membership.

"*Third Party*" means any individual or entity that is neither Hydro Instruments nor an Hydro Instruments employee, agent, contractor, or representative.

*Version 1A – April 3, 2018*