



# PRIVACY POLICY

VERSION 5, LAST REVIEWED DATE 12/30/2020, DOCUMENT OWNER: IT SECURITY COMMITTEE

## OVERVIEW

The purpose of the American Construction Source (“ACS”) Privacy Policy is to disclose the ways in which ACS and its affiliates collect, use, store, process, and disclose personal information of third parties that visit or use the websites listed below.

## SCOPE

The Privacy Policy discloses the privacy practices for the following websites:

[www.acs-lbm.com](http://www.acs-lbm.com)  
[www.abc-clc.com](http://www.abc-clc.com)  
[www.breckenridgebuildingcenter.com](http://www.breckenridgebuildingcenter.com)  
[www.contractorstruss.com](http://www.contractorstruss.com)  
[www.customchoicedoor.com](http://www.customchoicedoor.com)  
[www.doormill.com](http://www.doormill.com)  
[www.eaglecreeksiding.com](http://www.eaglecreeksiding.com)  
[www.evergreenlumber.com](http://www.evergreenlumber.com)  
[www.homewoodbuildingsupply.com](http://www.homewoodbuildingsupply.com) and [www.hbs-lbm.com](http://www.hbs-lbm.com)  
[www.meeks.com](http://www.meeks.com)  
[www.weaver-lumber.com](http://www.weaver-lumber.com)

## POLICY

### PRIVACY POLICY

Thank you for visiting the website of American Construction Source (“ACS”) and its affiliates (together, “ACS”, “we” or “us”). Your visit to this website (the “Site”) is subject to the following Privacy Policy. By visiting the Site, you agree to this Privacy Policy, which may be updated by us at any time. If we update our Privacy Policy, we will post the revised document here. Any such changes will be effective upon posting. We urge you to review the Privacy Policy each time you visit the Site. If you do not agree with any provision of the Privacy Policy, you should not use the Site.

This Privacy Policy concerns only the Site and does not concern any website to which the Site may link. Should you choose to visit these third-party sites, you should review their privacy policies to ensure that you understand and are comfortable with their practices concerning your personal information. Similarly, this Privacy Policy does not concern your interaction with ACS in any manner other than your use of the Site.

We are committed to protecting the privacy of visitors to the Site. This Privacy Policy seeks to help you understand whether and how we collect information about you when you visit the Site, and how we use such information.



## THE TYPES OF INFORMATION WE COLLECT ABOUT YOU

When you enter and browse the Site, we may collect information you provide to us, and information through technology. ACS may retain any information collected through the Site for an indefinite period of time.

In order to obtain access to certain information or materials provided via the Site, you may have to provide information that we collect and store in a way that allows us to relate it to you personally, including but not limited to your:

- [Name and contact information (e.g., email address, mailing, business, or residential address, phone number, and fax number).]<sup>1</sup>
- Username and password.
- Social media account information.

We refer to such information as personal information. Additionally, we may collect and retain a record of all communications with you.

We may collect certain information provided to us by third parties such as information for identity verification purposes, credit checks, financial or credit bureau information (such as a business owner's credit score, credit history and bank account information), and publicly-available information.

We may use the information above for various purposes, including but not limited to:

- Account registration, including for identity verification purposes
- Placement and fulfillment of an order, opportunity registration, and participation in rebate programs
- Responding to requests for information, quotes, services, and samples
- Providing customer service and support
- Providing webinars and training activities
- Sign-ups for or subscriptions to products and services, newsletters, promotional activities and other opportunities, contests, sweepstakes, and surveys
- Responding to job postings
- Responding to questions or requests for information about ACS and its affiliates

We may also collect information about you through technology. For example, we may collect your IP address each time you request a page during a visit to the Site (an IP address is often associated with the portal through which you enter the Internet). At times, we may also use IP addresses to collect information regarding the frequency with which users browse various parts of the Site.

The Site may also use other technical methods to track and analyze the traffic patterns on the Site, such as the frequency with which our users visit various parts of the Site. These technical methods may involve the transmission of information either directly to us or to another party authorized by us to collect and process information on our behalf. We may also use these technical methods in emails that we send our Site users to determine whether such users have opened those emails



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and/or clicked on links in those emails. We may collect the information from the use of these technical methods in a personally identifiable form.

During some visits to our Site, we may use software tools such as JavaScript to measure and collect session information, including page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page. We may use this information to measure Site activity, to develop ideas for improving our websites, and for any other purpose permitted by applicable law.

We may also collect information about how you use the Site, such as general demographic information, viewership data, and other anonymous information (e.g., what Content is viewed, related transfer rates, length of viewing, which pages are viewed, from which websites end-users came to our Site, IP address(es), browser type and other information relating to the device through which the Site is accessed, and, for certain Service or product offerings selected by you, other information relating to the device through which the Site or Service are accessed).

We may also collect non-personal information and data in a form that does not permit direct association with any specific individual, including anonymous information and aggregate data. We may collect, use, transfer, and disclose non-personal information for any purpose permitted by law.

## OUR DISCLOSURE AND USE OF YOUR PERSONAL INFORMATION

ACS shares your personal information with affiliates and third parties only to the extent that ACS is allowed and/or required to do so under applicable laws, as outlined in this Privacy Policy, or with your prior consent. Our disclosure and use of your personal information may include any or all of the following:

- To conduct business with our affiliates and subsidiaries, consultants, and service providers, including any or all of the ACS portfolio companies
- To improve the Site and our products and services
- To deliver and support our services and products
- To carry out transactions you have requested
- For auditing, data analysis, and research
- To send you information about the Site, products and services, promotional activities, opportunities and marketing information, product safety information, and your transaction status
- To provide information to our lenders or other financial partners
- To enforce our Terms of Sale, Terms of Use, Privacy Policy, and other agreements with you
- To protect the safety and security of tangible or intangible property that belongs to us, to you, or to third parties
- To potential or actual acquirers or successors (including their advisors) in the event that ACS, or any portion of our assets or businesses, is acquired by or merged with another entity (whether to an affiliate or a third party)
- To enable contractors, security consultants, customer service providers (e.g., information technology or human resources consultants or service providers), credit bureaus, and collection agencies to perform certain functions on our behalf, including to report or ask about your financial circumstances, and to report or collect debts you owe
- To regulatory authorities, courts, and government agencies to comply with applicable laws, regulations, legal orders, and government requests, including subpoenas and/or Service of process



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- To service providers, regulatory authorities, and governmental agencies to detect and prevent fraud or criminal activity, and to protect the rights of ACS and/or others

We may transfer your personal information between any of our affiliates and to any service providers used by the ACS portfolio of companies, for example, to process transactions and provide you with our products and services. Regardless of where we process your personal information, we will still protect it in the manner described in this Privacy Policy and according to applicable laws.

ACS will not sell your personal information.

## COOKIES AND LOCATION BASED SERVICES

ACS and certain third-party service providers use cookies, web beacons (clear GIFs, web bugs), and similar technologies to track user activity and collect Site data.

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### COOKIES

“Cookies” are small text files that are stored by your web browser on your computer’s hard drive. They allow websites to store such things as user preferences. Websites generally use both session cookies and persistent cookies. Session cookies are temporary cookies that expire (and are automatically erased) when you close your browser. Persistent cookies usually have an expiration date far into the future and thus stay in your browser until they expire, or until you manually delete them. While some cookies are strictly necessary cookies to use our website or required for the performance of certain functionalities of our website, other cookies are used for marketing purposes.

We may use cookies to uniquely identify devices and browsers and to track end-user activity on the Site. Our cookies assign a random, unique number to the end-user device. Cookies do not contain information that would personally identify the end-user. However, we can associate a cookie with any identifying information that is or has been provided to us while visiting our Site. Most browsers allow users to refuse cookies, but doing so may impede the functionality of some portions of our Site. Cookies also enable ACS to improve the quality of the Site and services, improve searching functions and results, and track trends. Certain web browsers allow end-users to enable “Do Not Track” functionality, or to specifically disable Cookies through the settings of the browser. ACS responds to an end-user’s choice to implement such functionality by accepting the cookie settings of the browser. This action may result in users having to re-enter data to use the Service. Please see your browser settings for cookie preferences and settings.

The cookies used on our Site are categorized as follows:

- Strictly necessary cookies
- Performance cookies
- Functionality cookies

Strictly necessary cookies – these allow you to move around the Site and use essential features like secure areas for gated Content. Without these cookies, we may not be able to provide the services you have asked for. Please note that these cookies do not gather any information about you that could be used for marketing or remembering where you have been on the Internet. We use these strictly necessary cookies to enable you to submit information via online forms, such as registration



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forms. Accepting these cookies is a condition of using the full functionality of the Site, so if you prevent these cookies, we can't guarantee your use of our Site or how the security on our Site will perform during your visit.

Performance cookies – these collect information about how you use our Site, e.g. which pages you visit, and if you experience any errors. These cookies are used to help us improve how our Site works, understand what interests our users, and measure how effective our Content is. We use performance cookies to provide anonymous statistics on how our Site is used. Some of our performance cookies are managed for us by third parties. Please see the information on our use of Google Analytics. However, we do not allow the third party to use the cookies for any purpose other than those listed above. Accepting these cookies is a condition of using the full functionality of our Site, so if you prevent them, we cannot guarantee how our Site will perform for you.

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## SERVER LOGS

ACS web servers automatically record information that your browser sends whenever you visit the Site. The server logs may include information such as your web request, IP address, browser type and language, dates, times, and cookies.

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## THIRD PARTIES

We may engage third parties to track and analyze Site activity. These third parties may place cookies or web beacons to track user activity on our Site. We use the data collected by such third parties to help us administer and improve the quality of the Site, analyze usage of the Site, and provide a more enhanced user experience on the Site, such as personalizing and delivering relevant Content based on user activity on the Site.

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## LOCATION-BASED SERVICES

ACS and its partners may provide certain features as part of the Service that rely upon device-based location information. To provide such features or services, ACS may collect, use, transmit, process, and maintain your location data, including the real-time geographic location of your device. Such information may include but is not limited to device ID, device type, and real-time geographic location of your device at the time of your request.

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## GOOGLE ANALYTICS

Our Site uses Google Analytics, a web analysis service provided by Google Inc., ("Google"). Google Analytics uses "cookies". The information generated by the cookie regarding your use of the Site is normally transferred to a Google server in the USA, and is stored there. As the IP anonymize function is activated on our Site, your IP address will, within Member States of the European Union or other contracting states of the Agreement on the European Economic Area, first be shortened by Google. Only in exceptional cases will Google transfer the full IP address to a Google server in the USA, and will shorten it there. On behalf of the operator of this Site, Google will use this information in order to analyze your usage of our Site, to compile reports on website activities, and to provide further services to the website provider relating to the usage of the Site and the Internet. The IP address transferred by your browser within the framework of Google Analytics will not be combined by Google with other data. In case you prevent the storage of cookies by setting your browser software accordingly, you may possibly not be able to fully use all features on this Site. Furthermore, you can prevent collection by Google of the data generated by the cookie and relating to your use of the Site (including your IP address), as well as processing of these data by



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Google, by downloading and installing the browser plugin provided under the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>

Name	Expiration	Description/Purpose	Origin
_ga	Two years	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	Google Analytics
_gid	At end of session	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	Google Analytics
_gat	At end of session	Used by Google Analytics to throttle request rate.	Google Analytics

## SOCIAL PLUGINS

The Site may contain links to or features from other websites. This Privacy Policy covers the privacy practices by ACS, and does not cover the privacy practices of third-party websites or features. ACS is not responsible for the privacy policies and/or practices of third parties. When linking to another website or using a third-party service, you should read the privacy policy on that website or Service. To the extent certain third-party website features are available on our Site, the following terms apply:

### FACEBOOK

Press Releases and News on our website may use Facebook Like / Share button social plugins provided by Facebook Inc., to enable our website users to easily “Like” / “Share” Content found on our Site, and thereby share this Content with their Facebook “Friends”. Whenever you view a page of our Site containing such a plugin, your browser establishes a direct connection to the servers operated by Facebook. As a result, the Content of the social plugin is transferred by Facebook directly to your browser and embedded in the website being shown. If you visit our Site while signed in to your Facebook user account, information concerning your visit will be transferred to Facebook, and Facebook can assign your visit to our Site to your user account. Please note that a data transfer is triggered already when you visit our Site, regardless of whether you interact with the plugin. Information arising from interaction with the Facebook plugins (such as by clicking the Facebook “like” / “share” button or by leaving a comment) will be directly transferred to and stored by Facebook. To prevent this action, you must log out of your Facebook account before visiting our Site. Please refer to Facebook’s privacy policy at <https://www.facebook.com> for more information on the purpose and scope of data collection and data analysis undertaken by Facebook, as well as your options to modify settings and how to protect your privacy.

### TWITTER

Press Releases and News on our website may use a Twitter plugin provided by Twitter, Inc., to enable users to easily share Content found on our Site by sending a Tweet via their Twitter Account. By using this plugin, the web pages you viewed will be connected with your Twitter account and disclosed to other users. This includes the sharing of certain information with Twitter. Please see Twitter’s privacy policy at <https://www.twitter.com> for more on the type of information tracked by Twitter via this feature.



## DO NOT TRACK

We do not use technologies that respond to 'Do-Not-Track' signals communicated by 'Do-Not-Track' signals communicated by your internet browser. However, some third-party sites do keep track of your browsing activities when they serve you Content, which enables them to tailor what they present to you. If you are visiting such sites, your browser allows you to set the DNT signal so that third parties (particularly advertisers) know you do not want to be tracked. You may consult the help pages of your browser to learn how to set your preferences so that websites do not track you.

## END-USER GENERATED CONTENT

Certain aspects of the Site and some ACS products and services allow or request end-users to post information to our Site or provide ACS feedback. Any information that you post to our Site may be viewable by others who use our Site. We are not responsible for the privacy of any information that you choose to post to our Site, or for the accuracy of any information contained in your postings or the postings of others. We cannot prevent information you post from being used by others in a manner that may violate this Privacy Policy, the law, or your personal privacy.

## THIRD-PARTY LINKS

At times, our Site may contain links to other third-party websites. Any access to and use of such linked websites is not governed by this Privacy Policy, but, instead, is governed by the privacy policies of those third-party websites. We are not responsible for the information practices of such third-party websites.

## INTERNATIONAL COMPLIANCE

The Site is hosted in the United States. If use is permitted from outside the US and you are accessing the Site from outside the US, by providing your information to the Site, you do so at your own risk, and are consenting to and authorizing the transfer of your information to the United States or other countries for storage, use, processing, maintenance and onward transfer of such information to other entities, regardless of their location, in accordance with this Privacy Policy. We may store your information in the United States and in other locations outside of the United States. Any transfer of your data to the United States or another location will be in compliance with applicable data protection laws.

## SECURITY

We take reasonable physical, technical and administrative measures designed to protect the security of your personal information. Despite our efforts, no data security measures can guarantee the security of any information you disclose online. We do not make any warranty, express, implied or otherwise, that we will be able to prevent loss, misuse, unauthorized access to, or alteration of any personal information you provide to us. We will not be responsible or liable for any damages, losses, or causes of action arising out of or in connection with the disclosure of your personal information. You use our Site and send us information at your own risk.



## RETENTION

As a default position, we will only retain personal data for any statutory retention period, then a reasonable period (if any) necessary for the above purposes. This is subject, for example, to any valid opt-out, user request, or withdrawal of consent where processing is based on consent, or other valid exercise of your data subject rights which is affected.

## MINORS

ACS does not permit children under the age of 18 to register on the Site or use any of its functionality for which registration is required. ACS does not knowingly collect the personal information of children under age 18. If you are under 18 years of age, you may not use the Site, and you should not provide any information to ACS. If ACS determines that a minor under the age of 18 is using the Site or has provided information to ACS, ACS will terminate the account, the minor's use of the account, and delete all related information. In addition, if you are a minor under the age of 18 and wish to remove any Content you have provided on the Site, please send an email to [info@ACS-power.com](mailto:info@ACS-power.com) requesting removal of any Content provided.

## INFORMATION REQUESTS

If you are a California resident, you have the right to request that we disclose to you or delete certain information about our collection and use of your personal information. Once we receive your request and verify your identity, we will disclose such information to you or delete the same, unless a legal exception applies. For example, we may deny your deletion request if retaining the information is necessary for us or our providers to complete the transaction for which we collected the personal information, provide a service that you requested, take actions reasonably anticipated within the context of our ongoing business relationship with you, or otherwise perform our contract with you.

To exercise the rights described above, please submit a request to us by either:

- Calling us toll-free at 1-844-920-9749.
- Emailing us at [privacy@acs-lbm.com](mailto:privacy@acs-lbm.com).

Your request must:

- Provide sufficient information for us to reasonably verify that you are the person about whom we collected personal information or an authorized representative of such person.
- Describe your request with sufficient detail for us to properly understand, evaluate, and respond to it.

We cannot respond to your request or provide you with non-public personal information if we cannot verify your identity or authority to make the request and confirm that the requested personal information relates to you. We will use the information provided in a request solely to verify your identity or authority to make the request.

## CALIFORNIA'S SHINE THE LIGHT LAW

California Civil Code Section 1798.83, known as the "Shine The Light" law, permits our Site users who are California residents to request and obtain from us a list of their personal information (if any) we disclosed to third parties for direct marketing purposes in the preceding calendar year and the names and addresses of those third parties. Requests may be made only once a year and are free of charge. We currently do not share any personal information with third parties for their direct marketing purposes.





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## GOVERNING LAW AND FORUM

The laws of the State of Missouri govern this Privacy Policy. Any dispute relating to this Privacy Policy, or your use of the Site, or the Content shall be resolved solely in the state or federal courts located in Springfield, MO. You agree to waive trial by jury in any such action.

## CONTACT ACS WITH ANY QUESTIONS:

If you have any questions about this Privacy Policy, please contact:

American Construction Source  
1311 E. Woodhurst Drive  
Springfield, MO 65804  
417-521-2801  
[info@acs-lbm.com](mailto:info@acs-lbm.com)

## VERSION HISTORY

Version	Date	Author	Notes
1.0	2/6/2020	Trent Waterhouse	Policy created
2.0	3/22/2020	Peter Bloomquist	Added Homewood websites to Scope
3.0	4/27/2020	STB	Major rewrite by STB
4.0	6/2/2020	STB	Added language on information sharing across ACS.
5.0	12/30/2020	Trent Waterhouse	Added Weaver Lumber website to Scope