

PRIVACY & LEGAL STATEMENT

Effective March 31, 2017

This Privacy Policy and Legal statement applies to the handing of your Personal and/or Business information in connection with any and all services offered and provided by MTG Process Systems LLC and/or www.mtgprocesssystems.com.

This Privacy & Legal Statement Describes:

- What information we collect and when it is collected
- Why we collect your Personal and/or Business information
- How your information is used and protected
- When and with whom your information is shared
- Third-party websites
- Use of "Cookies"
- How to contact us with questions or comments

What Information We Collect and When it is Collected

Personal and/or Business information that MTG Process Systems and/ or www.mtgprocesssystems.com may collect from you includes some or all of the following:

Contact Information:

- Name
- Business Name
- Address
- Telephone Number
- Email Address

Financial Information:

- Credit Card Information
- Debit Card Information
- Checking Account Information
- Billing Address

Other Information We May Collect:

- Demographics (such as zip code)
- Type of Web Browser You Are Using
- The Page From Which You Link
- IP Address

MTG Process Systems and/ or www.mtgprocesssystems.com may collect your personal and/or business information when you visit us in person, contact us by phone, send us correspondents either by mail, email or through a contact form on our website or social media pages, or place an order for products and/or services in person, by phone, email or order form from our website or social media pages.

Why we collect your Personal and/or Business information

MTG Process Systems and/ or www.mtgprocesssystems.com may collect your personal and/or business information for some or all of the following reasons:

- Respond to your customer service request or inquiries
- Confirm, process, fulfill and track your orders or update you on the status of your order
- Inform you of specials, featured items, promotional offers or send you catalogs or other information that we feel may be of interest to you.

Inform you about products you have purchased or in case of a recall

How Your Information is Used and Protected

MTG Process Systems LLC uses reasonable and appropriately recognized industry standards to safeguard your personal and/or business information.

When you enter your credit, debit or checking account information at the designated secured areas of our website or invoice processing systems the site encrypts and/or encodes the data when sending it over the internet.

While MTG Process Systems LLC and www.mtgprocesssystems.com strives to protect your personal and/or business information we cannot guarantee its absolute security. You can help to further protect your information by taking a few simple precautions. Such as, protecting against unauthorized access to your computer, protecting your user names, passwords and credit, debit and checking account information, as well as making sure you sign-off when you are finished using a shared or public computer.

When and With Whom is Your Information Shared

From time to time MTG Process Systems LLC may provide your information to third parties to process orders on our behalf, such as direct ship orders from our suppliers. These parties are required to process this information based off our instructions and requirements consistent with this privacy statement. At no time will these third parties have access to any of your financial information, such as credit, debit or checking account information. They will be informed of your name and/or business name, address and phone number for delivery purposes of orders.

We may release account and other personal information when we are required to do so by law, court order, subpoena or other government or law enforcement agency in order to comply with current laws and/or regulations or when we believe in good faith that it is necessary. This includes exchanging information with other companies and/or organizations for fraud protection, credit risk reduction or a similar purpose.

Third-Party Websites

www.mtgprocesssystems.com and other MTG Process Systems LLC websites or social media pages may contain links, information, plug-ins or widgets from social media and/or other sites operated and maintained by third-parties that we have no control over.

Privacy policies on third-party sites may differ from our privacy policy. It is your responsibility to check the privacy policy of any such third-party sites before submitting any personal information to a third-party site.

Use of "Cookies"

Websites use "cookie" technology to enhance your online experience by making it easier for you to navigate through websites and making certain features work better. "Cookies" are pieces of information that are transferred from websites to your computer's hard drive. "Cookies" can identify a user's computer, record user preferences and other data about a user's visit to our website. MTG Process Systems LLC and www.mtgprocesssystems.com does not extract personally identifiable information during this process. Your browser may allow you to disable "cookies" but please note that certain features or services of our website may not function properly when "cookies" are disabled.

How to Contact Us:

In writing: MTG Process Systems LLC
9 Candy Lane, Unit #4
Hudson, NH 03051

By Email: info@mtgprocesssystems.com

By Phone: 603-533-8509