



## **Donnelly Mechanical (an Equans Company) Privacy Policy**

Effective date: April 2, 2025

Donnelly Mechanical, an Equans Company, is dedicated to safeguarding and honoring your privacy. This Privacy Policy outlines our practices of collecting and handling personal information that we obtain from various sources such as customers, prospective customers, website visitors (“you” or “your”), as well as affiliates, service providers, and other third parties. This Privacy Policy furthermore applies both to our offline and online information practices, including information collected via the website <https://donnellymech.com>. The term “personal information” in this Privacy Policy refers to any information that can be used to identify you or that identifies you directly.

### **(A) Personal Information We Collect**

As a business, we collect personal information for the purposes of providing services to you and for related business purposes disclosed in this Privacy Policy. The types of personal information relating to you that we may collect, and the purposes for which we process this information, depend on the nature of your interaction with us.

While providing services to customers or prospective customers, we may collect and use personal information about individual customers, employees of customers, and business owners; as well as other parties who may have dealings with our customers in the context of providing services. Specifically, we may collect the following categories of personal information:

- Identifiers, such as a real name, alias, postal address, telephone number, unique personal identifier, online identifier, Internet Protocol address, email address, account name, or other similar identifiers.
- Characteristics of protected classifications under federal law, such as age or gender.
- Commercial information, including records of products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.
- Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding a customer’s interaction with an internet website, application, or advertisement.



- Approximate geolocation data. For example, we may receive information about what city and state your device is located in when accessing our website.
- Professional or employment-related information. For example, we may receive information as to which company you are employed by or affiliated with.

### **(B) Categories Of Sources From Which We Collect Personal Information**

We may obtain the categories of personal information listed above from the following categories of sources:

- Directly from you or your representatives. For example, information that our customers provide to us related to doing business with us or when contacting us using our Text Us form or Client Portal.
- Operating systems and platforms. For example, we collect information about your device's interaction with our website.
- Information available on public websites and social media platforms, such as LinkedIn.
- Our service providers. For example, data analytics companies that provide information that helps us understand how you use our website.
- Our affiliates. For example, we may direct customers' service requests received by any of our affiliates to the Equans affiliate nearest the requested service location.

### **(C) Purposes For Collecting Personal Information From Consumers**

We collect personal information to:

- Provide the information and/or services you request.
- To operate, troubleshoot, and improve our offering of services.
- Respond to your inquiries.
- To understand how people use our services, including by generating and analyzing statistics.
- Operate and improve online services.
- Personalize online and offline content.
- Market, advertise and assess the effectiveness of our promotional campaigns, publications, and services.
- To send you publications, press releases, marketing communications, and other information or materials related to us that may interest you.
- Maintain safety in our offices and combat illegal activities.
- For internal administration, data analysis, billing, and detecting, preventing, and responding to actual or potential fraud, illegal activities, or intellectual property infringement.



- Comply with legal obligations and to enforce our rights
- To host, store and otherwise process information needed for business continuity and disaster recovery
- To evaluate or conduct a merger, reorganization, dissolution, or other sale or transfer of some or all of our assets, or similar corporate transaction or proceeding, in which personal information held by us is among the assets transferred.

#### **(D) Disclosure Of Personal Information To Our Service Providers**

In order to fulfill the purposes identified in Section C above, we may partner with service providers and other third parties and disclose your personal information to them in furtherance of such disclosed purposes. For example, we may partner with electronic communication partners to communicate with you and to provide our online services to you.

#### **(E) Information On Consumers Under The Age of Eighteen (18)**

We do not knowingly collect any personal information from visitors or users of our website who are under the age of 18. If you have reason to believe that a child under the age of 18 has provided personal information to us, please contact us, and we will endeavor to delete that information from our databases.

#### **(F) Cookies And Similar Technologies**

Cookies are small text files placed on your browsing device to store data that can be recalled by a web server in the domain that placed the cookie. We use cookies and similar technologies (e.g., web beacons) for storing and honoring your preferences and settings when accessing and interacting with our website, compiling aggregate data about website traffic and website interaction, so we can gain insight on how to best optimize the user experience, content, and marketing, enable you to sign in, and fulfilling other legitimate purposes. Our website may also support third-party cookies. In general, our website uses cookies and other tracking technologies as follows:

- Where necessary to support in the performance of our services to you, for example by allowing you to log in.
- To optimize the functionality of our website, including by personalizing content for you, greeting you by name, and remembering your preferences (e.g., your choice of language or region).



- For analytics purposes—for example, to help us understand how our website is used. More information on website analytics is provided below.
- For purposes of ad targeting and marketing to collect information about your browsing behavior on our website to show you interest-based advertising when you visit other websites or use social media.
- To determine if you open or act upon our email messages. Information on unsubscribing from our commercial email communications is provided below.
- To obtain information about your interactions with our online advertisements, such as whether you clicked on an ad and the website where you may have seen the ad.

You have a variety of tools to control the data collected by cookies and similar technologies:

- **Cookies and Tracking Technologies:** Cookies may generally be disabled or removed by tools available as part of most commercial web browsers, and in some instances blocked in the future by selecting certain settings. Browsers offer different functionalities and options, so you may need to set them separately. Please review your browser's Help menu for instructions or visit [www.allaboutcookies.org](http://www.allaboutcookies.org) for more information. Please note that if you disable all cookies, some features of our website may not function properly.
- **Do Not Track Signals:** Your browser settings may allow you to automatically transmit a "Do Not Track" signal to online services you visit. Note, however, there is no consensus among industry participants as to what "Do Not Track" means in this context. Like many online services, we currently do not alter our practices when we receive a "Do Not Track" signal from a visitor's browser.
- **Analytics and Advertising Technologies:** You may exercise choices regarding the use of cookies from Google Analytics by going to <https://tools.google.com/dlpage/gaoptout> or downloading the Google Analytics Opt-out Browser Add-on.

We also use advertising services provided by Google Ad Services, such as remarketing with analytics and interest-based ads. We may use first-party cookies or other first-party identifiers as well as third-party cookies or other third-party identifiers to, e.g., deliver advertisements, measure your interests, and/or personalize content. For more information on how Google Analytics uses data collected through our services, visit <http://www.google.com/policies/privacy/partners>. To opt out of Google Analytics cookies, visit <https://tools.google.com/dlpage/gaoptout> or download the Google Analytics Opt-Out Browser Add-On.

You may choose not to receive some interest-based advertising by submitting opt-outs. Some of the advertisers and providers that perform advertising-related services for us may participate in the Digital Advertising Alliance's ("DAA") Self-Regulatory Program for



Online Behavioral Advertising and/or the Network Advertising Initiative (“NAI”). To learn more about how you can exercise certain choices regarding interest-based advertising, including use of cross-device data for serving ads, visit <http://www.aboutads.info/choices/>. To learn more about the NAI and your opt-out options for their members, see <http://www.networkadvertising.org/choices/>. Please be aware that opting out only means that those selected members should no longer deliver certain interest-based advertising to you but does not mean you will no longer receive any targeted content and/or ads (e.g., from other ad networks).

Depending on your device settings, you may also opt out of certain interest-based advertising through the device’s “Limit Ad Tracking” or equivalent feature. Refer to your device for more information on what this opt out affects. For instance, you can adjust or reset the advertising identifiers on your mobile device in the device settings. iOS users can visit Settings > Privacy > Advertising > Reset Advertising Identifier. Android users can visit Google settings > Ads > Reset advertising ID.

In addition, we may serve ads on other online services that are targeted to reach people on those services who are also identified in one of more of our databases (“Matched List Ads”). This is done by using tracking technologies or by matching common factors between our databases and the databases of the other online services such as Facebook/Meta or Twitter. We are not responsible for these services, including without limitation the security of the data they hold about you. If we use Facebook to serve Matched List Ads on Facebook services, you should be able to hover over the box in the right corner of such a Facebook ad, or go to your account settings, to find out what options Facebook offers you to control such ads. If we use X Matched List Ads, you should be able to review your ad options in your account settings on X.

We are not responsible for the effectiveness of any other parties’ opt-out options or the accuracy of their statements regarding their programs.

We partner with Microsoft Clarity and Microsoft Advertising to capture how you use and interact with our website through behavioral metrics, heatmaps, and session replay to improve and market our products/services. Website usage data is captured using first and third-party cookies and other tracking technologies to determine the popularity of products/services and online activity. Additionally, we use this information for site optimization, fraud/security purposes, and advertising. For more information about how Microsoft collects and uses your data, visit the [Microsoft Privacy Statement](#).

### **(G)How Long Your Personal Information Will Be Kept**

We will keep your personal information while you have an account with us or while we are providing services to you. Thereafter, we will keep your personal information for as long as is necessary:

- To respond to any questions, complaints or claims made by you or on your



behalf;

- To provide services as contracted for by you;
- To comply with legal obligations and to enforce our rights;
- To show that we treated you fairly; and
- To keep records required by law.



We will not retain your personal information for longer than necessary for the purposes set out in this Policy. Different retention periods apply for different types of personal information. When it is no longer necessary to retain your personal information, we will delete or anonymize it.

#### **(H) Territoriality**

Donnelly Mechanical and its website are based in North America and are intended for residents of the United States. If you are accessing our website from outside of the United States, please be aware that information collected may be transferred to, processed, stored, and used in the United States and in other locations other than your location of residence. Data protection laws in other jurisdictions may be different from those of the United States and provide a lower level of protection. Information transferred to the United States may be accessed by government and law enforcement in accordance with the laws of the United States. Your use of our website, or provision of any information via our website, therefore, constitutes your consent to the transfer to and from, processing, usage, sharing, and storage of your information, including personal Information both in and outside the United States as set forth in this Privacy Policy.

#### **(I) Websites Operated By Affiliates, Service Providers, And Third Parties**

Donnelly Mechanical's website may include hyperlinks to websites or applications operated by third parties, service providers and affiliates. These separately operated websites may use their own cookies, web beacons, and other tracking technologies to independently collect information about you and may also solicit personal information from you. For example, a service provider operates Equans Group's job postings and application website, and visitors to that website who apply for a job may be asked to provide personal information such as job and educational history, citizenship, disability information, gender, and ethnicity, etc. Additionally, our affiliates operate their own websites, and may collect personal information for additional business purposes, for example, completing financial transactions related to services performed by an affiliate. Donnelly Mechanical is not responsible for the privacy policies and practices, nor the content of websites or applications operated by affiliates, service providers, and third parties, each of which has their own privacy policies. We encourage you to read them. You agree that Donnelly Mechanical shall not be held liable for any function or content of such websites or applications operated by affiliates, service providers, and third parties.

#### **(J) Keeping Your Personal Information Secure**

Donnelly Mechanical has implemented reasonable technical, physical and



administrative security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorized way. These measures offer an appropriate reasonable





security level, taking into account the state of the technology, the implementation costs and also the nature, the scale, the context and the processing purposes. We limit access to your personal information to those who have a genuine business need to access it. Those processing your information will do so only in an authorized manner and are subject to a duty of confidentiality. The measures are also intended to prevent unnecessary collection and further processing of personal information. The personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

#### **(K) Disclaimer/Limitation of Liability For Data Input Errors**

Donnelly Mechanical is not responsible for any errors that are made by you in inputting data, nor for data entered by someone using your credentials. PLEASE SECURE YOUR CREDENTIALS AND DO NOT DISCLOSE THEM TO ANYONE ELSE. If your credentials are compromised, please notify us at [info@donnellymech.com](mailto:info@donnellymech.com)

Under no circumstances shall Donnelly Mechanical be liable to you for, without limitation, the website not being available for use, for lost or corrupted data, for errors in the information provided to you, if any, or for the failure of data archiving. Except to the extent required by law, if any, Donnelly Mechanical will not be liable for any consequential, special, indirect, or punitive damages, even if advised of the possibility of such damages, or for any claim by any third party.

#### **(L) Changes To Our Privacy Policy**

We reserve the right to amend this Policy at our discretion and at any time. When we make changes to this Policy, we will notify you by email or through a notice on our website's homepage. You will also be able to determine the date that our current Policy has become effective, by viewing the Effective Date at the beginning of this Policy.

#### **(M) Contact Information**

If you have any questions or comments about this Policy, or the ways in which we collect and use your personal information, please do not hesitate to contact us at:

Email: [info@donnellymech.com](mailto:info@donnellymech.com)  
Postal Address: Donnelly Mechanical, an Equans Company  
96-59 222<sup>nd</sup> Street  
Queens Village, NY 11429