

## **Data Privacy Notice**

### **1. Introduction**

We are Supplies Distributors SA, of which the registered offices are located at rue Louis Blériot 5, 4460 Grâce-Hollogne, registered with the Liège Trade Registry under the No. 208.795, VAT No. BE 475.286.142.

“Personal information” or “personal data” is defined as any information which refers to you personally (regardless of whether you are identified or only identifiable from it) such as your name, e-mail address and postal address.

Please read the following privacy policy to understand how we use your personal information after it has been collected by us. Please read through this Privacy Policy before submitting any of your personal information to us. You do not need to submit any of your personal information when browsing our website.

If you have any questions about this Privacy Policy at any time, please contact E-Mail [DataPrivacy@olympus-europa.com](mailto:DataPrivacy@olympus-europa.com).

This privacy policy may be updated from time to time. The date of the most recent revisions will appear on this page. In case of such an update we will post a prominent notice on our Web site notifying you of the change. You will also be notified via Email of the changes to the processing activities and asked for your consent. Your consent to the changes will be implied if you do not oppose to them within 30 days after you have been given notice .

### **2. When do we collect personal data?**

We collect personal information from you when you do the following through our website:

- register on the website;
- order goods or services;
- submit any other queries online
- visit our website

### **3. What personal information do we collect from you?**

We collect personal information from you including your:

- name;
- postal address;
- phone number;
- email address;
- credit and/or debit card information;
- any other personal information provided by you voluntarily and
- your IP address, information about the websites you visit and your trends as a user as explained in section 7 and 9 of this Privacy Policy.

### **4. What do we do with your personal information?**

When you give us any personal information as indicated above, we use your personal information to:

- administer this website;
- improve your browsing experience;
- enable the use of the services made available on this website;
- process your orders for goods and services;

- correspond with you about your orders;
- send statements and invoices to you, and collect payments from you
- provide you with information about the latest news or special offers from Olympus which may be of interest to you unless you have opted to be excluded from these communications. This information will relate to the same products or similar products to those that you have purchased. You can inform us at any time if you no longer wish to receive such information by sending us an **E-Mail** (mailto: DataPrivacy@olympus-europa.com);
- respond to your submitted queries.

#### **5. Who do we pass your personal information to?**

We may share personal information collected via the website with third party companies in order to help us to operate the website, process your orders and queries or otherwise manage the customer relationship between you and us.

The personal data you submitted when you register on this website, when you buy a product from Olympus and the information concerning your use of the website will be shared with **Olympus Europa GmbH** and any of its **affiliated companies** so that they can send you information about their products if you have consented by ticking the relevant box. These organisations belong to the retail sector of electronic devices and the information that you will be sent will relate to their products only.

Otherwise, we will only disclose personal information to government bodies and law enforcement agencies, successors in title to our business, or in connection with any legal proceedings or prospective legal proceedings, or to establish, exercise or defend our legal rights (including providing information to third parties for the purposes of fraud prevention and reducing credit risk as permitted by law). In this case we will inform you about the disclosure and the entity we disclosed your personal data to.

#### **6. International transfers of personal information**

On the basis that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data across international boundaries. Therefore, by browsing the website and submitting personal information to us, you acknowledge our processing of your personal information on this basis. If you are in the European Union, information which you provide may be transferred to countries (including the United States), which do not have data protection laws equivalent to those in force in the European Union. We take appropriate steps to prompt our US partners to adhere to the Safe Harbour Principles, which specify the guidelines agreed upon by the European Union and the United States to the transfer of personal data.

#### **7. Cookies and Web Beacons**

When you view our websites we may store information on the hard drive of your computer in the form of a "cookie" (essentially a small text file or single GIF). Cookies allow us to tailor the websites to your interests and preferences. For example, a cookie might contain information about the web pages you have visited on the website, which could allow us to customise your next visit to the websites. However, cookies do not allow us access to the rest of your computer .

In order to analyse the success of our marketing campaigns, we also implement other technologies such as web beacons. We use third-party web beacons from Yahoo! to help analyze where visitors go and what they do while visiting our website. Yahoo! may also use anonymous information about your visits to this and other

websites in order to improve its products and services and provide advertisements about goods and services of interest to you. If you would like more information about this practice and to know your choices about not having this information used by Yahoo! please send us an Email ([mailto:\\_DataPrivacy@olympus-europa.com](mailto:_DataPrivacy@olympus-europa.com)).

Most Internet browsers enable you to delete cookies or to receive a warning before a cookie is stored on your hard drive. Please refer to your browser instructions or help screen to learn more about how to do this. However, should you decide to disable any cookies we place on your computer you may not be able to use certain services or facilities on the website.

### **8. Linking to other websites**

The website contains hyperlinks to websites owned and operated by third parties. These websites have their own privacy policies and we urge you to review them. They will govern the use of personal information you submit whilst visiting these websites. We do not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

### **9. IP Addresses**

We study visitor trends since we are interested in the successful dissemination of information through the websites. Our server creates log files of information such as the Internet Protocol (IP) address from your network, what pages were explored and the length of your visit. Analysis software is used to generate reports which help us to learn more about how we can enhance your experience with the websites. This information is not used to develop a personal profile of you. The log files are regularly purged. An IP address is a number designated for your computer by your Internet service provider to provide access to the Internet. Generally, an IP address will change every time your computer connects to the Internet. However, if you have a broadband connection, it is possible that the IP address that we may gather may contain information that may be deemed identifiable. This could occur due to the fact that by using certain broadband connections, your IP address would not change and could be associated with your personal computer. We may use your IP address to gather aggregate information on use. But we will only be able to identify you individually if we have the means of linking the IP address to you as a particular user. This usually requires access to additional information which we do not seek.

### **10. Your rights concerning your personal information**

You have the right to request a copy of the personal information that we hold on you, to have any errors in that information corrected and to request that the personal information is deleted. Please address your request to the data protection manager at **E-Mail** ([mailto:\\_DataPrivacy@olympus-europa.com](mailto:_DataPrivacy@olympus-europa.com)). We will address your queries in accordance with the regime established by the applicable legislation. Furthermore, you have the right to object to the use of your personal information at any time. Please inform us either by using our contact address or the e-mail address stated above.

**February 26, 2010**  
**SDSA**