

## Timken CAD Download Site - Privacy Notice

The purpose of this Privacy Notice (“**Notice**”) is to inform you about how and why we use your personal data when you use the Timken CAD Download Site (cad.timken.com).

The Timken Company (“**we**”, “**us**”, or “**our**”) is committed to being transparent about how we collect and use your personal data and to meeting our data protection obligations. It is important that you read this Notice so that you are aware of how and why we will use your personal information and how we will treat it.

Most of this Notice applies globally, but some portions apply only where specifically required by local law, for example, the General Data Protection Regulation 2016/679 (“**GDPR**”), a regulation of the European Union on data protection and privacy for all individuals within the European Union (“**EU**”) and the European Economic Area (“**EEA**”). Those portions will be identified as only applying as required by law.

### WHO COLLECTS THE INFORMATION?

The controller for the personal data you submit when you choose to download a Timken CAD drawing at the Timken CAD Download Site (the “**Site**”) is The Timken Company, an Ohio corporation having its global headquarters at 4500 Mount Pleasant Street NW, North Canton, Ohio 44720 USA. Our contact details are provided at the end of this Notice.

A controller of personal data is responsible for deciding how they hold and use personal information about you and for notifying you of the information contained in this Notice.

### WHAT INFORMATION DO WE COLLECT?

When you elect to download a file from the Site you will be asked to provide the following information:

- Your full name
- Your business contact details: email address, phone number, company name, job department, and country and postal code for your work location

You will not be able to download CAD files or 2D Sales Drawings without providing this information.

We also collect information as you navigate through the site, such as the dates and times when you use the Site to request a download, usage details, IP addresses, and information collected through cookies.

### WHY DO WE COLLECT YOUR PERSONAL DATA AND ON WHAT BASES?

We and the third party service provider that hosts the Site, Thomas Industrial Network, Inc., 5 Penn Plaza, New York, NY 10001, will use your data to administer your request to download a CAD file.

This will include sending you one email to ask if the download completed successfully and if you need any further assistance with the downloaded file. If you specifically opt-in, we may send you additional emails about products and services offered by Timken and its global affiliates that might be of interest to you. You may opt out from these emails at any time, either by clicking the appropriate link in the email or by making the request to the contact information provided at the end of this notice.

Where required, such as where the GDPR applies, we will only process personal data about you where we have a lawful basis to do so. For the purposes of operating the Site, it is in our legitimate interests to process your personal data as described above to be aware of the customers and potential customers having an interest in our products and services and to administer the Site.

## **WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA AND WHERE WILL IT BE STORED?**

The Site is hosted on the Thomas platform, which is operated by Thomas Industrial Network, Inc. on servers located in the Czech Republic. Thomas is required to protect your personal data and to only act on behalf of and upon instructions from Timken, except as may be required by law.

Your personal data will be accessed by a limited group of our employees so that they can administer the Site and to certain sales managers so that they can be aware of the level of interest of various customers in our products and services. Most of these persons are in the U.S., but some may be in other countries.

We may disclose your personal information to the purchaser of all or a portion of the business of Timken or one of its group companies.

We may disclose your personal data when we have a legal duty to do so, to enforce or apply our agreements, and to protect the rights, property, or safety of Timken, our applicants, employees, customers, and providers.

## **HOW DO WE PROTECT YOUR PERSONAL DATA?**

Timken has implemented an information security program that includes physical, technical and organizational measures to protect your personal data from unauthorized disclosure or access, unlawful processing, and accidental or unlawful loss, destruction, or alteration. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us. Accordingly, any voluntary transmission by you through the Site is at your own risk.

We will keep the personal information that we obtain about you for as long as we need to in order to administer the Site, but we generally delete a visitor's personal data four years following the date of the visitor's last use of the Site. You may request that we delete your account at any time by using the contact information at the end of this notice.

We will also retain your personal data if it is needed to deal with any complaints or other issues that arise or to assert or defend our legal rights, and comply with applicable laws and regulations.

## **WHAT ARE YOUR RIGHTS UNDER GDPR?**

Where the GDPR applies, you have a number of rights, which are subject to certain conditions and exemptions under the GDPR and its local implementing laws. These rights include the right to:

- request access to your personal information, which enables you to receive a copy of personal data we hold about you and to check that we are lawfully processing it;
- require us to correct inaccurate data or complete incomplete data we hold about you;
- request erasure of your personal information, which, when applicable, enables you to require us to delete or to remove your data, for example, where the data is no longer necessary for the purposes of processing;
- request the transfer of your personal information to another party in certain circumstances; and
- request the restriction of processing of your personal information, for example if you want to establish its accuracy or the reason for processing it.

You also have the right to object to the processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

You will not usually have to pay a fee to access your personal information or to exercise any of the other rights. However, we may charge a reasonable fee if your request is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you wish to exercise any of these rights, please contact us using the contact details set out in the “Contacting Us” section of this Notice.

We strive to process your personal data in accordance with the applicable legal obligations, but if you have a complaint in that regard, please address your complaint using the contact details set out below.

If you are a data subject under GDPR, you also have the right to lodge a complaint with a supervisory authority if you are not happy with how we handle your personal data and we could not provide you with a satisfactory resolution to your request.

## **CONTACTING US**

To contact us, please contact the Data Privacy Office at The Timken Company as follows:

The Timken Company  
Data Privacy Office/Legal  
4500 Mount Pleasant Street NW  
North Canton, Ohio 44720 USA  
[DataPrivacyOffice@Timken.com](mailto:DataPrivacyOffice@Timken.com)  
+1 234.262.2207