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| PRIVACY, SECURITY AND COOKIES POLICY |
| LAST UPDATED – May 30, 2018  Dear friends, welcome to GW Instek website.  This Privacy Policy applies to the processing of data collected from you when you use our website located at www.gwinstek.com (the "Website"). In this Privacy Policy "we", "our" and "us" refers to Good Will Instrument Co., Ltd., together with our parent and affiliates including but not limited to, GW Instek, and "you" refers to the user of the Website.    Data privacy is of high importance for GW Instek and we want to be open and transparent with our processing of your personal data. In order to protect your privacy when you use the services provided on our website, please read carefully the following information: |
| 1. How we collect data from users? |
| GW Instek collects personal information in several ways. We collect personal information that you choose to provide GW Instek on www.gwinstek.com, in person, on the phone or electronically. Additionally, we may now or in the future receive personal information about you from third parties that legally acquired the information and that have the right to share it with GW Instek. For example, we may receive contact information from a relevant trade show or event sponsor.    GW Instek uses cookies and other technologies such as web beacons, local shared objects, local storage, e-tags, and JavaScript, to collect online usage information. |
| 2. What types of personal data do we collect? |
| Personal data is any information relating to an identified or identifiable natural person, including information that can be used to identify you as an individual, directly or indirectly by reference to one or more factors specific to you. Personal data can include the following types of information:  We will always process your email address and password that you submit to us when you sign up for a GW Instek account.  We will process the following categories of personal data if you choose to provide them to us:   * contact information such as name, address, telephone number, and fax number * gender * country * account settings * Interest Product     We will also process the following categories of personal data connected to your cookies:   * click history * navigation and browsing history     GW Instek also sometimes collects and uses information from your online interactions with us. Online usage information can include IP address, browser size, type and language, referring/exit pages and URLs, number of visits to our website and the hyperlinks you visited. |
| 3. Purpose of processing personal data |
| We may use data from you for a number of purposes:    **3.1 Use of online usage information:**   * To remember information so that you will not have to re-enter it during your visit or the next time you visit the site. * To diagnose or fix technology problems. * To provide and monitor the effectiveness of our website. * To provide custom, personalized content and information. * To help you efficiently access your information after you sign in. * To monitor aggregate metrics such as total number of visitors, traffic, and demographic patterns. * To provide advertising for GW Instek products and services to you online or by email.   If you have elected to receive marketing communications from us, your Personal Data may be used by us to send you information about us. We retain your Personal Data for as long as you wish to receive information from us. You can decide not to receive communications or updates from us at any time by contacting us or by using the unsubscribe option included in each email.    **3.2 Online advertising:**  We partner with trusted third parties to manage GW Instek advertising on other websites. These partners use cookies to collect information about your activities on GW Instek’s website, so that we can provide you advertising for GW Instek products and services that are relevant to your interests. |
| 4. Who has access to your personal data? |
| GW Instek will not rent or sell your personal information to parties. We will only share your personal information outside of GW Instek for the reasons described below:    **4.1** We use third parties for certain processing activities on our behalf to operate the Website, such as Website hosting, fulfilment of products or services, delivering content, and Website management. To the extent these third parties have access to Personal Data in order to execute these processing activities, we have taken the required organizational and contractual measures to help ensure that Personal Data provided by us to these third parties is exclusively processed for the purposes mentioned above. These third parties are not authorized to send you any information about products and services from other companies without your permission.    **4.2** We may share your personal information with GW Instek business partners including sales, rental and solution partners and agents offering GW Instek products and services, and vendors acting at our direction. We do so only to the extent necessary for the specific business partnership, or as otherwise permitted by applicable law. Such GW Instek business partners are required to keep this information confidential and may not use it for any purpose other than to offer, sell or rent GW Instek products and services, or to provide services at GW Instek’s direction.    **4.3** We may transfer Personal Data to an affiliate or third party as part of a transfer of business assets through a merger or acquisition.    **4.4** In accordance with applicable laws, we may also release Personal Data in special cases in order to comply with any requests from law enforcement and government agencies, to enforce the terms of use of the Website and other agreements, and to protect customers and others. We may do so when we believe in good faith that disclosing this information is otherwise necessary or advisable, including, for instance, to identify, contact, or bring legal action against someone who may be causing injury to or interfering with the rights or property of our company, another user or anyone else that could be harmed by such activities.    **4.5 LOG FILES**  As with most websites, we automatically gather non-personally identifiable information and store it in log files. This information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, data/time stamp, and clickstream data. We use this information, which does not identify users, to analyze trends, to administer the site and to gather demographic information about our user base as a whole. We do not link this automatically-collected information to personally identifiable information.    **4.6 SOCIAL PLATFORMS**  If you publicly post about us, or communicate directly with us, on a social media website, we may collect and process the data contained in such posts or in your public profile for the purpose of addressing any customers services requests you may have and to monitor and influence public opinion about us.    Social media features and widgets are either hosted by a third party or hosted directly on our website. Your interactions with these features are governed by the privacy statement of the social media company providing them.    We are not responsible for the processing of Personal Data or the privacy policy of such social media platforms. Our General Terms and Conditions and this Privacy Policy is not applicable to the use on such social media platforms. |
| 5. Links to other websites |
| On the Website you will find a number of links to other websites. Although these websites are selected with care, we are not responsible for the processing of your Personal Data through these websites. Our General Terms and Conditions of use and this Privacy Policy are therefore not applicable to the use of such websites. |
| 6. How long do we save your data? |
| We will keep your data for as long as you have an active GW Instek account.  Your personal data will only be stored by GW Instek (and, if applicable, by its service providers) for as long as allowed, in particular as long as the data is required for the agreed purpose or for compliance with legal obligations. When the purpose of the processing no longer exists, the data is erased.    You have the right to terminate your account at any time. If you choose to do so, your account will cease to exist and you will be considered inactive. We will keep your personal data if required to do so by law and if there is an open dispute. After your account has been terminated, your data will be deleted.    You have the right to object to the processing of your personal data that is based on GW Instek:s's legitimate interests by contacting [marketing@goodwill.com.tw](mailto:marketing@goodwill.com.tw). Your account will then be deleted and we will not be able to carry out our services to you. |
| 7. How we protect personal information? |
| We treat the security of your Personal Data seriously. We utilize appropriate administrative, technical and physical safeguards and security measures to protect the Personal Data you provide on this Website against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use and any other unlawful forms of processing. We use several security techniques including secure servers, firewalls and encryptions, as well as physical safeguard of the locations where the data are stored. For example, when you are logged in and fill in forms or access your data on the Website, a secure connection is used (http via SSL, also known as HTTPS). The data you enter is automatically encrypted before it is sent. All the data is protected and only available to authorized personnel and subcontractors.    However, no method of transmission over the Internet, or method of electronic storage, is 100% secure. Therefore, while we strive to use commercially acceptable means to protect your information, we cannot guarantee its absolute security. |
| 8. How to Contact Us? |
| If you have any questions, comments or complaints about us or how we process your Personal Data, or in case you wish not to be contacted by us for direct marketing purposes anymore, please contact us at the email below.    Good Will Instrument Co., Ltd. No.7-1, Jhongsing Road., Tucheng Dist., New Taipei City 236, Taiwan Email: [marketing@goodwill.com.tw](mailto:marketing@goodwill.com.tw) TEL : +886-2-2268-0389 FAX : +886-2-2268-0639 |
| 9. What are your rights? |
| **9.1 Right to access:** You have the right to request information about the personal data we hold on you at any time. You can contact GW Instek that will provide you with your personal data via e-mail.    **9.2 Right to portability:** Whenever GW Instek process your personal data by automated means based on your consent or based on an agreement you have the right to get a copy of your data in a structured, commonly used and machine-readable format transferred to you or to another party. This only includes the personal data you have submitted to us.    **9.3 Right to rectification:** You have the right to request rectification of your personal data if they are incorrect, including the right to have incomplete personal data completed. If you have a GW Instek account you can edit your personal data under your account.    **9.4 Right to erasure:** To request that GW Instek remove your user content or personal information from public areas of our website, contact [marketing@goodwill.com.tw](mailto:marketing@goodwill.com.tw). In some instances, we may not be able to remove your user content or personal information, in which case we will let you know if we are unable to do so and why. In addition, such information may continue to be available online even after it is removed from our website.    **9.5 Your right to object to processing based on legitimate interest:** You have the right to object to processing of your personal data that is based on GW Instek's legitimate interest. GW Instek will not continue to process the personal data unless we can demonstrate a legitimate ground for the process which overrides your interest and rights or due to legal claims.    **9.6 Your right to object to direct marketing:**  You have the right to object to direct marketing, including profiling analysis made for direct marketing purposes. You can opt out from direct marketing by the following means:   * following the instruction in each marketing mails * by editing the settings of your GW Instek account     **9.7 Right to restriction:** You have the right to request that GW Instek restricts the process of your personal data under the following circumstances:   * If you object to a processing based on GW Instek's legitimate interest, GW Instek shall restrict all processing of such data pending the verification of the legitimate interest. * If you claim that your personal data is incorrect, GW Instek must restrict all processing of such data pending the verification of the accuracy of the personal data. * If the processing is unlawful you can oppose the erasure of personal data and instead request the restriction of the use of your personal data instea * If GW Instek no longer needs the personal data but it is required for you to make of defending legal claims.     **9.8 How can you exercise your rights?** We take data protection very seriously and therefore we have dedicated customer service personnel who handles your requests in relation to your rights stated above. You can always reach them at [marketing@goodwill.com.tw](mailto:marketing@goodwill.com.tw). |
| 10. Updates to our Privacy Notice: |
| The above Privacy Policy takes effect upon announcement. In the future, if GW Instek deems it necessary to make modifications in order to enhance the protection of the privacy of users due to legal requirements or social changes, GW Instek will do so as soon as possible and make subsequent announcements.    Should you have any questions regarding the Privacy Policy of GW Instek's website, please feel free to contact us anytime. |
| 11. Cookies on this site |
| **11.1 What is a Cookie?**  A cookie is a small text file that is saved on and, during subsequent visits, retrieved from your computer or mobile device.  A cookie may contain some anonymous information such as a unique identifier and the site name and some digits and numbers. It allows a website to remember things like your login information or search terms you have entered on our website. A cookie may also collect technical data related to your browsing session such as IP address, browser size, type and language, referring/exit pages and URLs, number of visits to our website and the hyperlinks you visited.    **11.2 How we use Cookies?**  If you use our services, we will assume that you agree to the use of such cookies. GW Instek uses the following types of cookies:  Required Cookies These cookies are used to maintain basic functions and to manage website operation.   * Sign-up and authentication * Storing your preferences and settings * User-input function * Security * Load balancing function   Tracking Cookies Tracking cookies are used to analyze website browsing habits in order to optimize certain functions and allow your voluntarily submitted personal data to be merged with statistical data to enable us to personalize our websites for you. These cookies are saved permanently, but can deleted by changing the settings.  We use both first- and third-party cookies to collect statistics and user data in aggregate and individual forms in analysis tools to optimize our site and present you with relevant marketing material. Some third-party cookies are set by services that appear on our pages and are not in our control. They are set by social media providers such as Twitter, Facebook and Youtube and relate to the ability of users to share content on this site, as indicated by their respective icon. We also use third-party cookies, which perform cross-site tracking in order to offer you marketing in other sites/channels.    **11.3 How can I disable and eliminate the use of cookies?**  GW Instek does not save your personal data. You can easily erase cookies from your computer or mobile device through your browser. Most state-of-the-art browsers also allow you to select cookie settings. You can find detailed information on how to do this in your browser's help function.    You can choose to disable cookies or receive a notification each time a new cookie is sent to your computer or mobile device. Please note that if you choose to disable cookies, you will not be able to take advantage of all our features.  The functions of cookies settings may vary depending on the type and version of browser you install. We try to list common and widely-used types of browsers as following. You may refer to the following linkage to understand how to control your cookies settings through such browsers (The content in the following linkage is English. For your easier reading, please find the language option in the following linkage to select your preferred language). Also, if you do not use anyone of the following browsers, or the content in the following linkage is removed or not accessible, please visit those browsers’ privacy-related statements or support pages for further information.   * How to control your cookies settings through Google Chrome browser:   <https://support.google.com/chrome/answer/95647?hl=en>   * How to control your cookies settings through Microsoft Internet Explorer browser:   <https://support.microsoft.com/en-us/help/278835/how-to-delete-cookie-files-in-internet-explorer>   * How to control your cookies settings through Mozilla Firefox browser:   <https://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>   * How to control your cookies settings through Apple Safari browser:   <https://support.apple.com/kb/PH21411?locale=zh_TW&viewlocale=en_US> |