



PROFESSIONAL
SERVICES

Bodwé Group Privacy Policy

Effective Date: October 3, 2023

Last Reviewed on: March 31, 2026

Bodwé Professional Services, LLC ("Bodwé Group," "Company", "we" or "us") respects your privacy and is committed to protecting it. This Privacy Policy, together with all related/linked information, documents and the [Terms of Use](#), describes the personal information we collect from you or that you may provide to us when you visit our website, www.bodwegroup.com, when you seek employment opportunities with us, or which we otherwise gather in connection with services, products, applications offered by the Bodwé Group, including our family of companies within the Bodwé Group: Bodwé Professional Services, Seven Generations Architecture + Engineering, The Steelhead Engineering Company, WBK Engineering, Blue Star Integrative Studio, Bodwé Technology Solutions, and Bodwé Federal Services (together, our "Sites") and our practices for collecting, using, maintaining, protecting, and disclosing that information.

Key, non-exhaustive points about our information practices are summarized below, followed by comprehensive explanations of each subject.

- **Collection.** We collect information about you, such as identifying information (e.g., name, email address), current and past employment information, demographic information, and citizenship information (for job applicants), and contact information (e.g., email address, telephone number). [See below to learn more.](#)
- **Use.** We use your information as needed to provide our products and services, and improve the quality, safety, and security of our products and services, to develop new products and services, for marketing, and to develop a business relationship with you. [See below to learn more.](#)
- **Sharing.** We share your information to provide you with products and services, to improve the quality, safety, and security of products and services, to comply with applicable law, to respond to your requests, and for marketing or other purposes, subject to your consent where required. [See below to learn more.](#)
- **Data Security.** We use reasonable administrative, technical and physical security to protect the personal information we retain. [See below to learn more.](#)
- **Choices.** You have choices regarding how we use and share your information for marketing and other purposes. [See below to learn more.](#)
- **Children's Privacy.** We do not target or knowingly collect any information from children under the age of majority. [See below to learn more.](#)



- **California Privacy Rights.** If you are a California resident, you have additional rights regarding your control and access to the data we collect from you. *See below to learn more.*
- **Changes.** We will notify you of any material changes by posting the updated version of this Privacy Policy and taking other steps as needed. *See below to learn more.*
- **Contact Us.** Please contact us at webmarketing@bodwegroup.com if you have any questions or concerns regarding our data handling practices. *See below to learn more.*

INFORMATION WE COLLECT ABOUT YOU AND HOW WE COLLECT IT

The personal information we collect depends on how you interact with us and the choices you make. We collect personal information about you from different sources and in various ways.

Information You Provide to Us. The Bodwé Group collects information you provide directly to us on the Sites, via email, or through your communications or interactions with us. This includes the following:

- **Identifying and contact information**, such as your full name, home address, telephone number, and email address.
- **Preferences and feedback**, such as your preferences for communication, language, and time zone, and product feedback including ratings and reviews.
- For job applicants:
 - **Educational and professional background**, such as your work history, academic and professional qualifications, educational records, references, and interview notes.
 - **Employment details**, such as your current employment information, including job title, position, hire dates, and compensation, in addition to any previous employment information.
 - **Demographic data**, such as race, ethnic origin, marital status, disability, and veteran or military status.

Information from Other Sources. We may receive information about you if you use any other websites affiliated with us or from information you post on or submit to the Sites. We may also receive your information from third party marketing companies that we use to provide you with information concerning our products, service offerings and other information.

Information We Collect through Automatic Data Collection Technologies.

As you navigate through and interact with the Sites, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns as set forth below. For information on your ability to opt-out of this data collection, please see the "Choice and Control of Your Personal Information" section of this Privacy Policy.

- **Information Automatically Collected via the Sites.** When you visit the Sites, we automatically collect certain technical information from your browser, such as the internet protocol (IP) address used to connect your computer to the internet, browser type



and version, time zone setting, browser plug-in types and versions, operating system and platform, and other data about your visit to the Sites.

- **Information Collected Using Cookies.** Cookies are data files created when you visit a website and those files are stored locally (on your device). When visiting the Sites, we may use both session Cookies (which expire once you close your web browser) and persistent Cookies (which stay on your computer until you delete them) to enable functions like page navigation and to allow you access to certain areas of the Sites. We also use Cookies to make your experience on the Sites more personal and interactive. Information collected may include pages you viewed on the Sites, number of times you accessed the Sites, how long you spent on the Sites, and other web traffic data. We also may use these technologies to collect information about your online activities over time and across third-party websites or other online services. For information on your ability to opt-out of Cookies, "Choice and Control of Your Personal Information" section of this Privacy Policy.
- **Information Collected Using Web Analytics Tools.** We may use Google Analytics Advertising features such as demographics and interest reporting to collect anonymized data about the gender, age, and interests of visitors to the Sites. You can read Google's security and privacy policies for Google Analytics at policies.google.com/technologies/partner-sites. You may opt out of having your data used by Google Analytics by accessing Google's Ads Settings, Ad Settings for mobile apps, or any other available means.
- **Third Parties.** Some content or applications on the Sites may be served by third-parties. These third parties may use cookies alone or in conjunction with web beacons or other tracking technologies to collect information about you when you use our website. The information they collect may be associated with your personal information or they may collect information, including personal information, about your online activities over time and across different websites and other online services. We do not control these third parties' tracking technologies or how they may be used.

Disclosure of other Data. The type and/or methodology of data collection may change from time to time, and we may introduce new features or capabilities to the Sites. Any such changes that apply to your information are reflected in the "Information We Collect about You and How We Collect It" section of this Privacy Policy.

OUR USE OF YOUR PERSONAL INFORMATION

We use the information we collect in the following ways:

- **To Provide Our Products and Services.** We use collected information to facilitate your purchase of our services. For example, we will use your contact information to facilitate providing our services to you or your email address to keep you informed on their status.



- **To Advertise, Market or Send You Promotional Materials.** We use your information to advertise, further our marketing activities and send you promotional materials. Promotional materials may include newsletters or other information regarding the Bodwé Group services, contests, events, and/or products. We also use your information to share other services or products that may be of interest to you. Promotional materials may be conveyed in emails. If you no longer wish to receive these materials, you may opt out by following the opt-out instructions included in our emails, texts, or mailings, or by contacting us at webmarketing@bodwegroup.com.
- **To Improve Our Services.** We collect information using Cookies (data files created when you visit a website), tracking tools, and/or analytic tools. We use this information to personalize your experience on the Sites or with the company and/or to improve the security, design, and/or function of the Sites. We may also use your information to support and develop our products and service offerings.
- **To Fulfill or Meet the Reason you Provided the Information.** For example, if you share your name and contact information to request information or ask a question about our products or service offerings, we will use that information to respond to your inquiry. We may also save and use your information to market or promote our products and service offerings.
- **To Provide Customer Support.** We may use your information to provide you with support and to respond to your inquiries, including to investigate and address your concerns and monitor and improve our responses.
- **To Maintain Safety and Security.** We may use your information to help maintain the safety, security, and integrity of our products, website and services, databases and other technology assets, and business.
- **To Further Product Development.** We may use your information for testing, research, analysis, and product development to allow us to develop and improve our products and service offerings.
- **To Comply with Our Legal Obligations.** We may use your information if we are required to respond to a law enforcement request and as required by applicable law, court order, or governmental regulations.
- **To Communicate Employment Opportunities or Decisions.** If you are a candidate for employment with Bodwé Group, we use your information to make decisions on your potential employment, including, but not limited to, contacting you for additional information, informing you of any employment decisions, or informing you of additional employment opportunities.
- **Other uses:**



- To present our Sites and their content to you.
- To carry out our obligations and enforce our rights arising from any contracts entered between you and us, including for billing and collection.
- To notify you about changes to our Sites or any products or services we offer or provide through it.
- As described to you separately when collecting your personal information.

OUR SHARING OF YOUR PERSONAL INFORMATION

We share personal information with your consent, when you direct us to share it with others, or as necessary to complete your transactions or provide the products you have requested or authorized.

We share your information with the following parties:

- **With Our Affiliates.** We may share your personal information with companies that are affiliated with Bodwé Group, for a business purpose or for the purpose of offering products or services that may be of interest to you. Our affiliates are: Cressy Commercial Real Estate; Red Tail Properties; D.A. Dodd; and the Mno-Drek Group (including Accu-Mold, Enmark Tool & Gage, Michiana Global Mold, and Walerko Tool and Engineering).
- **Within Bodwé Group.** We may share your personal information, specifically contact information, among our family of companies (Bodwé Professional Services, Seven Generations Architecture + Engineering, The Steelhead Engineering Company, WBK Engineering, Blue Star Integrative Studio, Bodwé Technology Solutions, and Bodwé Federal Services) for the purpose of offering products or services that may be of interest to you.
- **Technology and Service Providers.** Software, IT and cloud service providers we use to support our business. We may also share your information with our selected partners in order to conduct business, including conducting audits, performing industry analysis, and evaluating the results of marketing efforts. We may also share your information with customer relationship management, consultants, financial, legal and other similar providers we use to support our business. When you provide information as described above, we may also share your information with selected partners (*e.g.*, email newsletter providers) to provide you the requested information.
- **With Other Third Parties.** Other third parties when legally required to do so, such as at the request of governmental authorities conducting an investigation or to verify or enforce compliance with policies governing the Sites and applicable laws. In addition, we may disclose user information if we believe disclosure is necessary to protect the rights, property or safety of the Bodwé Group, or any of our respective companies, affiliates, business partners, customers or others.
- **Corporate Transactions.** Parties in connection with, during, or upon completion of a merger, acquisition, asset sale, or other business transaction that involves some, or all, of the Bodwé Group's assets (including, but not limited to, Bodwé Professional Services,



Seven Generations Architecture + Engineering, The Steelhead Engineering Company, WBK Engineering, Blue Star Integrative Studio, Bodwé Technology Solutions, and Bodwé Federal Services), data you have provided to us may be transferred to a successor/purchaser as part of a transaction.

We may share de-identified information in accordance with applicable law without restriction with third parties for advertising, promotional, or other marketing purposes.

DATA SECURITY

We use reasonable administrative, technical and physical security to protect the personal information we retain and to help ensure that it is used in accordance with this Privacy Policy. We will retain your personal information for the period necessary to fulfill the purposes outlined in this Privacy Policy unless longer retention is required by law or for auditing purposes.

Should you have further questions or concerns about our security measures, please contact us using the information below.

CHOICE AND CONTROL OF YOUR PERSONAL INFORMATION

You can control how your information is used in the following ways. For California residents, you have additional means to control your information: see more in the section below entitled [Privacy Notice for California Residents](#).

Opting Out of Communications. Our promotional materials include instructions and a link for opting out of receiving further communications. If you no longer wish to receive promotional emails, you may also opt out by contacting us with your request at webmarketing@bodwegroup.com. Please note that even if you opt out of receiving marketing communications, we may still communicate with you regarding an established business relationship or communicate with you about a project or contract, if one has been established. Please allow a reasonable time after reaching out for us to process your request.

Opting Out of Analytics Tools. You may opt out of having your data used by Google Analytics via Google's Ads Settings, Ad Settings for mobile apps, or any other available means. Please visit policies.google.com/technologies/partner-sites for more information on how to do this.

Adjusting Cookie Settings. Most browsers accept Cookies until you change your browser settings. If you do not wish for the Sites to collect your information using Cookies, you can typically disable the use of Cookies (or disallow the use of Cookies on specific websites) by changing your browser settings. However, if you remove or reject certain Cookies, it could affect how the Sites work for you.

Nevada Privacy Rights. Nevada residents who wish to exercise their sale opt-out rights under Nevada Revised Statutes Chapter 603A may submit a request to this designated address: webmarketing@bodwegroup.com. Please note that the Bodwé Group does not sell your personal information.

CHILDREN UNDER THE AGE OF 13

Our services are not designed or intended to collect information from children under the age of 13. The Bodwé Group does not knowingly collect or maintain any information from children under the age of 13.

CROSS BORDER TRANSFERS



The Bodwé Group is a company based in the United States. The Sites are controlled and operated from the United States; however, information collected about you may be collected, stored and processed anywhere we engage service providers, including outside of the United States. When we transfer and process information about you, we will protect it as described in this Privacy Policy. By using the Sites and our services, you consent to the transfer of information to countries outside of your country of residence which may provide for different data protection rules than in your country.

CHANGES TO OUR PRIVACY POLICY

It is our policy to post any changes we make to our Privacy Policy on our Sites. If we make material changes to how we treat our users' personal information, we will notify you through a notice on the Sites' home pages. The date the Privacy Policy was last revised is identified at the top of the Privacy Policy. You are responsible for periodically visiting our Sites and this Privacy Policy to check for any changes. **Your continued use of our Sites or any products, services, or solutions following the posting of changes constitutes your acceptance of such changes.**

CONTACT US

If you have questions regarding this Privacy Policy or our data privacy practices, or if you believe we may have violated applicable law, please contact us at webmarketing@bodwegroup.com.

PRIVACY NOTICE FOR CALIFORNIA RESIDENTS

Effective Date: February 2, 2024

Last Reviewed on: March 31, 2026

If you are a California resident, California law may provide you with additional rights regarding our use of your personal information. This **Privacy Notice for California Residents** applies only to personal information (defined below) concerning individuals who reside in the State of California. We provide this notice and privacy policy in accordance with the California Consumer Privacy Act of 2018 ("CCPA"), as amended, and any terms defined in the CCPA have the same meaning when used in this Notice.

Information We Collect.

We collect information that identifies, relates to, describes, references, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household ("personal information"). Personal information does not include:

- Publicly available information from government records.
- Deidentified or aggregated consumer information.
- Information excluded from the CCPA's scope, such as health or medical information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the California Confidentiality of Medical Information Act (CMIA), or clinical trial data.
- Personal information covered by certain sector-specific privacy laws, including the Fair Credit Reporting Act (FCRA), the Gramm-Leach-Bliley Act (GLBA) or California Financial Information Privacy Act (FIPA), and the Driver's Privacy Protection Act of 1994.

In particular, we have collected the following categories of personal information from or about consumers within the last twelve (12) months:

Category	Examples	Collected
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A. Identifiers.	A real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, or other similar identifiers.	Yes
B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).	A name, signature, address, telephone number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, Some personal information included in this category may overlap with other categories.	Yes
C. Protected classification characteristics under California or federal law.	Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).	Yes
D. Commercial information.	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	No
E. Biometric information.	Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.	No
F. Internet or other similar network activity.	Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.	Yes
G. Geolocation data.	Physical location or movements.	Yes
H. Sensory data.	Audio, electronic, visual, thermal, olfactory, or similar information.	No
I. Professional or employment-related information.	Current or past job history or performance evaluations.	Yes



J. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	Yes
K. Inferences drawn from other personal information.	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	No

Please note that with respect to geolocation data, the Bodwé Group only collects general location data associated with your IP address. We do not collect or otherwise process real-time precise geolocation data from you.

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

- **Directly from you.** For example, when you enter into a project contract with us, surveys and forms you complete associated with our services, or through your other direct commercial, business, or current or prospective employment relationship with us.
- **Indirectly from you.** For example, from observing your actions on our Sites, from your use of any other websites affiliated with the Bodwé Group, or from information you post on or submit to our Sites.
- **From other sources.** For example, from any of our companies (including, but not limited to, Bodwé Professional Services, Seven Generations Architecture + Engineering, The Steelhead Engineering Company, WBK Engineering, Blue Star Integrative Studio, Bodwé Technology Solutions, and Bodwé Federal Services) or third-party marketing companies that we may use to provide you with information concerning our products, service offerings and other information.

Use of Personal Information.

We may use or disclose the personal information we collect as set forth in the Use of Your Personal Information section referenced above.

Sharing Personal Information.

We may disclose your personal information to a third party or a service provider for a business purpose. When we disclose personal information for a business purpose, we enter a contract that describes the purpose and requires the recipient to keep that personal information confidential consistent with this Privacy Policy.



We share your personal information with the categories of service providers, or third parties set forth in the Our Sharing of Your Personal Information section of our Privacy Policy.

Disclosures of Personal Information for a Business Purpose.

In the preceding twelve (12) months, the Bodwé Group has disclosed each of the personal information categories identified above, for which collection has occurred, for a business purpose.

Personal Information Sales Opt-Out and Opt-In Rights

If you are age 16 or older, you have the right to direct us to not sell your personal information at any time (the "right to opt-out"). However, the Bodwé Group does not sell your data.

Your Rights and Choices.

The CCPA provides California residents with specific rights regarding their personal information. This section describes your CCPA rights and explains how to exercise those rights.

1. **Access to Specific Information and Data Portability Rights.**

As a California resident, you have the right to request that we disclose certain information to you about our collection and use of your personal information over the past 12 months. Once we receive and confirm your verifiable consumer request, we will disclose to you:

- The categories of personal information we collected about you.
- The categories of sources for the personal information we collected about you.
- Our business or commercial purpose for collecting or selling that personal information. Again, please note that the Bodwé Group does not sell your personal information.
- The categories of third parties with whom we share that personal information.
- The specific pieces of personal information we collected about you (also called a data portability request).
- If we sold or disclosed your personal information for a business purpose, two separate lists disclosing:
 - Sales, identifying the personal information categories that each category of recipient purchased; and
 - Disclosures for a business purpose, identifying the personal information categories that each category of recipient obtained.

2. **Deletion Request Rights.**

You have the right to request that we delete any of your personal information that we have collected from you and retained, subject to certain exceptions. Once we receive and confirm your verifiable consumer request, we will delete (and direct our service providers to delete) your personal information from our records, unless an exception applies.

We may deny your deletion request if retaining the information is necessary for us, or our service provider(s), to:

- Complete the transaction for which we collected the personal information, provide a good or service that you requested, take actions reasonably anticipated within the context of our ongoing business relationship with you, fulfill the terms of a written warranty or product recall conducted in accordance with federal law, or otherwise perform our contract with you.
- Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, or prosecute those responsible for such activities.



- Debug products to identify and repair errors that impair existing intended functionality.
 - Exercise free speech, ensure the right of another consumer to exercise their free speech rights, or exercise another right provided for by law.
 - Comply with the California Electronic Communications Privacy Act (Cal. Penal Code § 1546 *et. seq.*).
 - Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when the information's deletion may likely render impossible or seriously impair the research's achievement, if you previously provided informed consent.
 - Enable solely internal uses that are reasonably aligned with consumer expectations based on your relationship with us.
 - Comply with a legal obligation.
 - Make other internal and lawful uses of that information that are compatible with the context in which you provided it.
3. **Exercising Access, Data Portability, and Deletion Rights.**
- To exercise the access, data portability, and deletion rights described above, please submit a verifiable consumer request to us by calling (877) 649-0492 or e-mailing webmarketing@bodwegroup.com.

Only you, or someone legally authorized to act on your behalf, may make a verifiable consumer request related to your personal information. You may also make a verifiable consumer request on behalf of your minor child. To designate an authorized agent, please contact us through the methods noted above. Only the consumer or authorized agent may make a verifiable consumer request related to their personal information. An "authorized agent" is a person (or a business entity registered with the California Secretary of State) that consumers have authorized to act on their behalf or an individual granted authority under a written power of attorney issued pursuant to California Probate Code sections 4000 to 4465.

If you are an authorized agent who wishes to submit a request to know, a request to delete, or a request to opt-out on behalf of another consumer, please submit to us sufficient information to allow us to verify your identity to a reasonably high degree of certainty and either:

- Proof of authorization to submit the request, written and signed by the consumer; or
- A power of attorney pursuant to Probate Code sections 4000 to 4465.

We may deny a request from an authorized agent who does not submit adequate proof that they have been authorized by the consumer to act on the consumer's behalf. We may also contact the consumer directly to confirm their identity and that they provided you permission to submit the request on the consumer's behalf.

You may only make a verifiable consumer request for access or data portability twice within a 12-month period. The verifiable consumer request must:

- Provide sufficient information that allows us to reasonably verify you are the person about whom we collected personal information or an authorized representative.
- Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

We cannot respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to



you. We will only use personal information provided in a verifiable consumer request to verify the requestor's identity or authority to make the request.

4. Response Timing and Format.

We endeavor to respond to a verifiable consumer request within forty-five (45) days of its receipt. If we require more time (up to 45 days), we will inform you of the reason and extension period in writing. We will deliver our written response by mail or electronically, at your option. Any disclosures we provide will only cover the 12-month period preceding our receipt of your verifiable request. The response we provide will also explain the reasons we cannot comply with a request, if applicable. For data portability requests, we will select a format to provide your personal information that is readily useable and should allow you to transmit the information from one entity to another entity without hindrance.

We do not charge a fee to process or respond to your verifiable consumer request unless it is excessive, repetitive, or manifestly unfounded. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.

Non-Discrimination.

We will not discriminate against you for exercising any of your CCPA rights.

However, we may offer you certain financial incentives permitted by the CCPA that can result in different prices, rates, or quality levels. Any CCPA-permitted financial incentive we offer will reasonably relate to your personal information's value and contain written terms that describe the program's material aspects. Participation in a financial incentive program requires your prior opt-in consent, which you may revoke at any time.

California Do Not Track Disclosure.

Do Not Track ("DNT") is a privacy preference that you can set in your web browsers, which allows you to opt out of tracking by websites and online services. We do not currently recognize or respond to DNT signals.

California Shine the Light.

California's "Shine the Light" law (Civil Code Section § 1798.83) permits users of our services that are California residents to request certain information regarding our disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please send an email to webmarketing@bodwegroup.com.

California Business and Professions Code Section 22581.

California residents under the age of 18 who are registered users of online sites, services, or applications have a right under California Business and Professions Code Section 22581 to remove, or request and obtain removal of, content or information they have publicly posted. To remove content or information you have publicly posted, please send a detailed description of the specific content or information you wish to have removed, please contact us as set forth below. Please be aware that your request does not guarantee complete or comprehensive removal of content or information posted online and that the law may not permit or require removal in certain circumstances.

Contact Information.



If you have any questions or comments about this notice, the ways in which the Bodwé Group collects and uses your information, your choices and rights regarding such use, or wish to exercise your rights under California law, please contact us at (877) 649-0492, via e-mail at webmarketing@bodwegroup.com or by visiting <https://www.bodwegroup.com/#contact-us>.

Postal Addresses

Michigan Offices

415 E. Prairie Ronde St.
Dowagiac, Michigan 49047

600 East Michigan Ave.
Suite B
Kalamazoo, MI 49007

68 E. Michigan Ave.
Battle Creek, MI 49017

385 Leonard St. NE
Suite 201
Grand Rapids, MI 49503

Illinois Office

116 W. Main St.
Suite 201
St. Charles, IL 60174

Oklahoma Office

320 S. Boston Avenue
Suite 1710
Tulsa, OK 74103