



ADTRAN Safe Harbor Privacy Policy

ADTRAN respects individual privacy and strives to collect, use and disclose personal information in a manner consistent with the laws of the countries in which we do business, and we pride ourselves on upholding the highest ethical standards in our business practices. This Safe Harbor Privacy Policy (the "Policy") sets forth the privacy principles that ADTRAN follows with respect to personal information transferred from the European Union ("EU") or Switzerland to the United States.

Safe Harbor

The United States Department of Commerce and the European Commission have agreed on a set of data protection principles and frequently asked questions (the "Safe Harbor Principles") to enable U.S. Companies to satisfy the requirement under European Union or Switzerland law that adequate protection be given to personal information transferred from the EU or Switzerland to the United States. Consistent with its commitment to protect personal privacy, ADTRAN adheres to the EU and Switzerland Safe Harbor Principles as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries and Switzerland. ADTRAN, Inc. has certified that it adheres to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access, and enforcement. To learn more about the Safe Harbor program, and to view ADTRAN's certification, please visit <http://www.export.gov/safeharbor/>.

Definitions

For purposes of this Policy, the following definitions will apply:

"Agent" means any third party that uses personal information provided by ADTRAN to perform tasks on behalf of and under the instruction of ADTRAN.

"ADTRAN" means ADTRAN Inc., its predecessors, successors, affiliates and subsidiaries.

"Personal Information" means any information or set of information that identifies or is used by or on behalf of ADTRAN to identify an individual. Personal information does not include information that is encoded or anonymized, or publicly available information that has not been combined with non-public personal information.

"Sensitive Information" means personal information that reveals race, ethnic origin, sexual orientation, political opinions, religious or philosophical beliefs, or trade union membership, or that concerns an individual's health. In addition, ADTRAN will treat as sensitive personal information any information received from a third party where that third party treats and identifies the information as sensitive.

Scope

This Policy applies to all personal information received by ADTRAN in the United States from the EU or Switzerland, in any format including electronic, paper or verbal.

Notice

Where ADTRAN collects personal information directly from individuals in the EU or Switzerland, it will inform them about the purposes for which it collects and uses the information, the types of third parties to which ADTRAN discloses that information,



and the choices and means, if any, ADTRAN offers individuals for limiting the use and disclosure of their personal information. Notice will be provided in clear and conspicuous language when individuals are first asked to provide personal information to ADTRAN, or as soon as practicable thereafter, and in any event before ADTRAN uses the information for a purpose other than that for which it was originally collected.

Where ADTRAN receives personal information from its subsidiaries, affiliates or other entities in the EU or Switzerland, it will use such information in accordance with the notices provided by such entities and the choices made by the individuals to whom such personal information relates.

Choice

ADTRAN will offer individuals the opportunity to choose (opt-out) whether their personal information is (a) to be disclosed to a third party, or (b) to be used for a purpose other than the purpose for which it was originally collected or subsequently authorized by the individual.

For sensitive information, ADTRAN will give individuals the opportunity to affirmatively and explicitly (opt-in) consent to the disclosure of the information to a third party or to the use of the information for a purpose other than the purpose for which it was originally collected or subsequently authorized by the individual.

Transfers to Agents

ADTRAN may share an individual's information with agents, contractors or partners of ADTRAN in connection with services that these individuals or entities perform for, or with, ADTRAN.

ADTRAN will obtain assurances from its agents and contractors that they will safeguard personal information received from us in a manner consistent with this Policy. Appropriate assurance of compliance may be given in a number of ways, which may include one or more of the following:

1. A contract between ADTRAN and the third party which includes provisions obligating the third party to provide at least the same level of protection as is required by the relevant Safe Harbor Principles.
2. The third party may be subject to the EU Data Protection Directive itself.
3. The third party may have filed its own Safe Harbor certification.

Where ADTRAN has knowledge that an agent, contractor or partner is using or disclosing personal information in a manner contrary to this Policy, we will take reasonable steps to prevent or stop the use or disclosure.

Security

ADTRAN will employ reasonable safeguards to protect personal information in its possession. To prevent unauthorized access, disclosure and destruction of personal information and to maintain data accuracy and ensure the appropriate use and confidentiality of the personal information, either for ADTRAN's own purposes or on



behalf of our customers, ADTRAN has put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the personal information processed by ADTRAN.

Data Integrity

ADTRAN processes personal information only in ways compatible with the purpose for which it was collected or subsequently authorized by the individual. To the extent necessary for such purposes, ADTRAN takes reasonable steps to make sure that personal information is accurate, complete, current, and otherwise reliable with regard to its intended use.

Access and Correction

Upon request, individuals will be granted reasonable access to their personal information that is maintained by ADTRAN. If an individual becomes aware that the personal information is inaccurate, the individual may contact ADTRAN using the contact information below. Upon receipt of such request, ADTRAN will take reasonable steps to permit individuals to correct, amend or delete information that is found to be inaccurate or incomplete.

Enforcement

ADTRAN periodically verifies that this Policy is accurate, comprehensive for the information intended to be covered, prominently displayed, completely implemented, and in conformity with the EU and Switzerland Safe Harbor Principles. All reported breaches or potential breaches will be investigated by the Director of Internal Audit and the investigative agents the Director of Internal Audit assigns, who will take such actions as they deem appropriate in the investigation and if necessary, remediation of the situation. Any employee that ADTRAN determines is in violation of this Policy will be subject to disciplinary action up to and including termination of employment.

Dispute Resolution

Any questions or concerns regarding the use or disclosure of personal information should be directed to the Director of Internal Audit at the address given below. ADTRAN will investigate and attempt to resolve complaints and disputes regarding use and disclosure of personal information in accordance with the Safe Harbor Principles contained in this Policy. For complaints that cannot be resolved between ADTRAN and the complainant, ADTRAN has agreed to participate in the dispute resolution procedures of the panel established by the European data protection authorities to resolve disputes pursuant to the EU or Switzerland Safe Harbor Principles.

Contact Information

Questions or comments regarding this Policy should be submitted to the ADTRAN Director of Internal Audit by mail as follows:

Don Chandler
Director of Internal Audit
901 Explorer Blvd.
Huntsville, AL 35806

888-723-8726



Limitation on Application

Adherence by ADTRAN to the EU or Switzerland Safe Harbor Principles may be limited (a) to the extent we are required to respond to a legal or ethical obligation; and (b) to the extent expressly permitted by an applicable law, rule or regulation.

Changes to this Safe Harbor Privacy Policy

This Policy may be amended from time to time, consistent with the requirements of the EU or Switzerland Safe Harbor Principles. Notice of any such amendment will be posted to this web page.