

Privacy Statement of KOTI-Formseal Ltd.

25 May 2018

During the processing of your personal data we conform to the requirements of the applicable data protection legislation. This means we:

- **clearly specify our purposes** before we process personal data, through this Privacy Statement;
- **limit our collection of personal data** to only the personal data needed for legitimate purposes;
- **first ask for explicit permission** to process your personal data in cases where your permission is required;
- take **appropriate security measures** to protect your personal data and we demand the same from parties who process personal data on our behalf;
- **respect** your right to inspect, correct or delete your personal data held by us.

KOTI-Formseal Ltd. is the party responsible for all data processing. In this privacy statement, we will explain which personal data we collect and for which purposes. We recommend that you read it carefully.

Statistics and profiling

We keep statistics on the use of our service. These statistics help us to, for example, only show you information that is relevant to you. We will of course respect your privacy at all times. If you do not want us to use these statistics, please let us know.

For this purpose, we use your name and address details, phone number and email address. We do this based on your consent. This information is stored for one year.

Contact Form and Newsletter

You can use our contact form to ask questions or make requests.

For this purpose, we use your gender, email address, phone number and name and address details. We do this on the basis of your consent. We store this information for six months after we are sure that you are satisfied with our response.

We have a newsletter to inform those interested of our products and/or services. Each newsletter contains a link which you can use to unsubscribe from our newsletter. You can also use our contact form to unsubscribe. Only after your permission, your e-mail address will be added to the list of subscribers. This information is stored until you cancel your subscription.

Sharing your personal data with Third Parties

Distribution of our newsletter is handled by a third party, which might receive your personal data.

Handling your order

We will use your personal data when handling your order. We may share your data with the delivery service to have the order delivered. We may also obtain information on your payment from your bank or credit card company.

For this purpose, we use your phone number, invoice address, email address and name and address details. This data is collected to fulfil our agreement with you and will be stored for seven years after your order has been completed (the legal retention period).

Access to portal

Within our portal, you can access a management environment where you can set, specify and change settings.

For this purpose, we use your email address and name and address details. We need this data because of our agreement with you. We store this information for six months after our services to you have ended.

Registration

Certain features of our service require you to register beforehand. You will have to provide some information about yourself and choose a username and password for the account that we will set up for you.

For this purpose, we use your name and address details, email address and phone number. We do this on the basis of your consent. This information will be stored for six months after you close your account.

We will retain this data so that you do not have to re-enter it every time you visit our website, and in order to contact you in connection with the execution of the agreement, invoicing and payment, and to provide an overview of the products and services you have purchased from us.

Publication

We will not publish your customer data.

Providing Data to Third Parties

Except for the parties mentioned above, we do not under any circumstance provide your personal data to other companies or organisations, unless we are required so by law.

Statistics

We keep statistics on the use of our service

Cookies

Our service makes use of cookies. Cookies are small files in which we can store information, so that you do not have to enter that information again. Cookies are also used to monitor whether you are visiting us again.

The first time you visit our service, we will show you a notification explaining our cookies and ask for your permission for the use of these cookies.

You can disable the use of cookies through your browser setting, which might affect the proper functioning of some parts of our website.

We made arrangements with other parties who place cookies through our website. Nevertheless, we cannot fully control what they are doing with their cookies, so please read their privacy statements as well.

Google Analytics

We use Google Analytics to track visitors on our website and to get reports about how visitors use the website. We accepted the data processing agreement from Google. We don't allow Google to use information obtained by Analytics for other Google services, and we anonymize the IP-addresses.

Security

We take security measures to reduce misuse of and unauthorised access to personal data.

Changes to this Privacy Statement

We reserve the right to modify this statement. We recommend that you consult this statement on a regular basis, so that you remain informed of any changes.

Inspection and Modification of your Data

You can always contact us if you have any questions regarding our privacy policy or wish to review, modify or delete your personal data.

You have the following rights:

- Being informed on which personal data we have and what we are using it for;
- Inspection of the personal data that we keep of you;
- Having incorrect data corrected;
- Request to delete outdated personal data;
- Revoke your consent;
- Object to certain uses.

Please note that, when you contact us, you always identify yourself, so that we can assure that we do not modify or remove incorrect data.

Complaints

If you have any complaints on the way we are handling your personal details, you can reach out to the local authorities to file a complaint. For the UK you can contact the Information Commissioner's Office (ICO).

Contact details

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