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Any personally identifiable information you may provide to Papyrus Ltd via this Web Site, E-mail or any other way is protected by this Privacy policy.

Your privacy is important to us. This Privacy policy discloses the information practices, including what type of information is gathered and tracked, how the information is used, and with whom the information is shared.

When entering the Sites, please read the Privacy policy. By accessing and using this Site or in any other way supply us information, you hereby agree to the terms of this Privacy policy.

Personally identifiable information

You can visit always our public sites without telling us who you are and without giving any personal information about yourself. There are times, however, when we or our partners may need information, which is asked from you in accordance of this policy separately.

Personal information

It may be necessary to ask for personal and associated information such as name, address, e-mail address, telephone number, reference number, company or organisation you represent. This information is asked typically in online forms or e-mails and we use this information to respond to your requests or to contact you via mail, e-mail or phone to inform you of new products, services or promotions we may offer. If you place an order for a product, request a service, or submit content to this Site, we may need to contact you for additional information required to process or fulfil your order and/or request. However, unless compelled by applicable legislation, **we will not provide this information to a third party without your permission**, except when necessary to process your order or request. If you give us personal information about somebody else, such as a spouse or work colleague, we will assume that you have their permission to do so.

Non-Personal Information

In addition to the personal information that you may provide us, this Site may use technology that lets us collect certain technical information.

The activity on Internet pages can be logged ie. registered. By showing how and when our visitors use this Web Site, this information can help us to continue to improve our Web Site. The purpose of the log is to collect basic information on the usage like:

- service usage volumes
- which parts of service have/have not been used
- when internet site is used
- geographic user data
- IT technology used
- errors in normal functionality

Personal user data (name, address, date of birth etc.) is not collected automatically without your permission.

Cookies

We may use cookies on this Web site. A cookie is a piece of data that a Web site can send to your browser, which may then be stored on your computer as an anonymous tag that identifies your computer but not you. Cookies are stored on your computer and not on this Site. However, if you prefer not to accept cookies, you can set your browser to reject them or to alert you before one is placed. Please note that if you deny accepting a cookie, you may not be able to access or use all the Web Site functions that would otherwise be available. We may aggregate this data to analyse the viewing habits of our Site visitors, **but it will not be associated with any personal identifiable data**. Additionally, for some users after signing up for offered services and/or products or software programs, on our web page may generate cookies saved by a user's computer to bypass sign-in functions upon future visits to our sites.

Info provided by you

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Use of collected information

Domain name information that we collect is not used to personally identify, our interest is instead to measure the number of visits, average time spent on the site, pages viewed, etc. We may use this information to measure the use of our Site and to improve the content of our site.

If other information is collected from you in any way, such as your name and e-mail address, Papyrus Ltd generally uses its best efforts to let you know at the time of collection how we will use the personal information. **We use the personal information you provide only to respond to your inquiry or to process your request.** This information may be shared with our contracted suppliers only.

We will release information about you if you direct us to do so, or if we are required by law to do so, or in other legally limited circumstances.

We may also contact you as part of customer satisfaction surveys or for market research purposes.

Fulfilling your transaction request

If you request something from us, for example, a product sample, service, a callback, or specific marketing materials, we will use the information you provide only to fulfil your request. To help us do this, we may share information, with other party, who provide or deliver said service or product.

Marketing use

The information you provide to us may also be used by selected third parties for marketing purposes. However, in such case, **we offer you the opportunity to choose whether or not to have your information used in this way and you have right to refuse and deny us to send such material or info.**

Use of suppliers

In some cases we may use suppliers to collect, use, analyse and otherwise process information on our behalf. It is anyhow our practice to require such suppliers to handle information in a manner consistent with our policies.

Handling your information and feedback

The controller of your information is Papyrus Ltd. Please contact us if you have any questions about handling of your information. If you wish to review and update the information that you have provided to us , or you wish to obtain a copy of particular information you have provided **or if you become aware the information is incorrect and you would like us to correct it, please contact us directly.**

Links to other sites

Our web sites and other digital documents may contain links to other Web sites. We are **not responsible for the privacy practices or the content of those other Web sites.**

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Risto Rytönen

Managing Partner

Papyrus Ltd