

A. Introduction

It is very important to us to protect the personal information of our website visitors and we are committed to providing it accordingly. This privacy statement provides information about how we handle your personal information.

By agreeing to the use of cookies in accordance with the terms of this privacy statement when you first visit our website, you consent to our use of cookies each time you visit our website.

B. Collection of Personal Information

We may collect, store and use the following types of personal information:

Information about your computer, including your IP address, geographic location, browser type and version, and operating system.

information about your visit to and use of our website, including details of the sender's link, length of visit, pageviews, and navigation information on the website;

information generated while using our website, including when, how often and under what circumstances you use our website;

the information you submit via email or through our website, including its content and metadata;

any other personal information you send us.

Before disclosing another person's personal information to us, you must have that person's consent to the sharing of personal information and the processing of personal information in accordance with the provisions of this Privacy Statement.

C. Use of Your Personal Information

We use the personal data sent to us through our website for the purposes set out in this privacy statement or on the relevant pages of the website.

We may use your personal information for the following purposes:

- administration of our website and business;
- customize our website for you;
- making the services on our website available to you
- mailing goods purchased through our website to you;
- providing you with services purchased through our website;
- sending invoices and payment reminders and collecting payments from you;
- sending you commercial communications for non-marketing purposes; send you email notifications that you have specifically requested or are essential to the performance of our work;
- send you marketing communications relating to our business or businesses or carefully selected third party businesses, by mail or, if you have expressly agreed to this, by e-mail or similar technology (you may notify us at any time if you no longer request the newsletter);
- providing statistical information about our users to third parties (however, these third parties may not identify any user based on this information);
- handling inquiries and complaints about you or you about our website;

- maintaining the security of our website and preventing fraud;
- monitoring compliance with the terms of use of our website (including tracking of private messages sent through the website's private messaging service);
- and other uses.

If you send us personal information for publication on our website, we will disclose and otherwise use that information with your permission to us.

We will not pass on your personal data to third parties for direct marketing by these third parties or other third parties without your express consent.

D. Disclosure of Personal Information

We may disclose your personal information to any of our employees, officers, insurance companies, professional advisors, agents, suppliers or subcontractors where this is reasonable and necessary to achieve the purposes set forth in this Privacy Statement.

We may disclose your personal information to any member of our group of companies (i.e., our subsidiaries, our holding company, and all of its subsidiaries) as long as it is reasonable and necessary to ensure the purposes set forth in this privacy statement.

We may publish your personal information:

- to the extent required by law;
- in connection with ongoing or future court proceedings;
- to establish, exercise or protect our statutory rights (including providing information to others to prevent fraud and reduce credit risk);
- to the buyer of any business or asset we sell (or will sell in the future); and
- to any person in respect of whom we may reasonably be expected to have recourse to a court or other competent authority for the disclosure of personal information, provided that he has a reasonable opinion, such a court or authority would likely order the disclosure of such personal information.

Except as provided in this Privacy Statement, we will not share your personal information with third parties.

E. International data transmission

1. We may store, process and transmit the information we collect between any countries in which we do business in order to use the information in accordance with this Privacy Statement.
2. The personal data that you publish on our website or that you submit for publication on our website is available on the Internet, so can be all over the world. We may not prevent the use of such information by others or the misuse of such information by others.
3. You expressly consent to the transfer of your personal data as described in this Section F.

F. Retention of Personal Information

1. This Section F provides information about our data retention policies and procedures designed to ensure that we comply with our legal obligations to retain and delete personal information.
2. Personal data that we process for any purpose or purposes is prohibited from being retained for longer than is necessary to store it for that purpose or purposes.
3. Without prejudice to the other provisions of Section F, documents containing personal data (including electronic documents) shall be retained as follows:
 - a. to the extent required by law;
 - b. if the documents may be relevant in any ongoing or future court proceedings; and
 - c. to establish, exercise or protect our statutory rights (including providing information to others to prevent fraud and reduce credit risk).

G. Security of Your Personal Information

1. We take appropriate technical and organizational precautions to prevent the loss, misuse or alteration of your personal information.
2. All personal information you provide is stored on a secure (password and firewall protected) server.

H. Amendments

We may from time to time update this Privacy Statement by posting a new version on our website. Check this page from time to time for changes to this privacy statement. We will notify you of any changes to this privacy statement by email or in the relevant section of our website.

I. Your rights

You can ask us to provide you with any personal information that is available to you about us; such information shall be provided under the following conditions:

1. proof of your identity in an appropriate manner for this purpose; we generally accept a photocopy of your passport, notarized, along with an original utility bill that includes your current address.

To the extent permitted by law, we may withhold the personal information you request.

You can ask us at any time not to process your personal information for marketing purposes.

In practice, you will generally expressly agree in advance that we may use your personal information for marketing purposes, or we will provide you with the opportunity to refuse to use your personal information for marketing purposes.

J. Third Party Websites

Our website contains links and details regarding third party websites. We have no control over, and are not responsible for, third-party privacy policies and practices.

K. Updating the Data

Please let us know if we need to correct or update the personal information we hold about you.

L. Cookies

Our website uses cookies. A cookie is a file containing an identifier (letters and numbers) that a web server sends to a web browser and that the browser stores. The ID is then sent back to the server each time the browser retrieves a specific page from the server. Cookies can be “permanent” or “session” cookies: persistent cookies are stored by the browser and remain valid until the specified expiration date, unless the user deletes them before the expiration date; the session cookie, on the other hand, expires at the end of the user session when the browser is closed by the user. Cookies generally do not contain information that could personally identify the user, however, the personal data we hold about you may be linked to information stored in or read from cookies.

1. The names of the cookies we use on our website and their purposes are described below:
Recognize your computer on our website using Google Analytics and Adwords software when a user {visits the website / tracks users while navigating the website / the ability to use the shopping cart on the website / improve the usability of the website / analyze the use of the website / a website administration / prevention of fraud and improvement of website security / customization of the website for each user / use of targeted advertisements that may be of particular interest to specific users / description of additional purposes};

Most browsers allow you to decline cookies, for example:

If you disable the use of all cookies, the usability of many websites will deteriorate.

And some features on our website will not be available to you.

Created by: DrawingDory

Version: 1.0

Posted on 12/26/2020 4:00 PM