



Papertex

## PRIVACY STATEMENT

Papertex Limited is committed to protecting the privacy of anyone using our site and the confidentiality of any information that you provide us with. The purpose of this statement is to set out how we use any personal information that we may obtain from you.

### ***Data Protection Act 1988***

We are registered under the United Kingdom Data Protection Act and comply with the Act in all our dealings with your personal data.

### ***Use and collection of personal information***

In general you can visit our website without telling us who you are and without revealing any information about yourself. If you wish to contact us using the Contact Form on the site, you will need to provide certain information such as your contact details. We will also note your IP address – this is in an effort to reduce spam. We may store this data and hold it on computer or otherwise.

We may use the information that you provide:

- (a) To register you with our website and to administer it
- (b) For internal assessment and analysis, e.g. marketing, customer and product analysis, to enable us to review, develop and improve our services.
- (c) We will **not** use this information to send you unsolicited e-mails, nor will we sell, or otherwise pass this information onto third parties without your permission.

### ***Cookies***

There is a technology called “cookies” which may be used by us to provide you with, for example, customised information from our website. A cookie is an element of data that a website can send to your browser which may then store it on your system. If you wish, you can usually adjust your browser so that your computer does not accept cookies.

Please remember cookies do not contain confidential information such as your address, telephone number or credit card details. We do not exchange cookies with any third party websites or external data suppliers (however see *Google Search* below).

### ***Google Search***

Google provides the search facility on our website. Within the results, Google may include third party advertising. Google uses the Double Click Dart cookie to facilitate these adverts. Google's use of the DART cookie enables it to serve ads to you based on your visit to our sites (including the Papertex blog) and other sites on the Internet. If you would like more information about this practice and would like to know your options to opt out of the use of the DART cookie please visit the Google ad and content network privacy policy ([www.google.co.uk/privacy\\_ads.html](http://www.google.co.uk/privacy_ads.html)). Papertex Limited has no control over your input to, nor the output from, the Google Search facility, and as a result will not be held responsible for any data collected or held by Google.

**Security**

We endeavour to take all reasonable steps to protect your personal information. However, we cannot guarantee the security of any data that you disclose on-line and we will not be responsible for any breach of security unless this is due to our negligence or wilful default.

**General**

You have the right to see personal data (as defined under the Data Protection Act) that we keep about you upon receipt of a written request and payment of a fee of £10. Any request should be sent to:

*The Data Controller, Papertex Limited, PO Box 11, Skipton, BD23 9AF, UK*