

3.7.2020

Website Privacy Policy

Please familiarize yourself with this Privacy Policy before using the Kotkamills website.

Kotkamills Group's (Kotkamills Group Oyj, Kotkamills Oy, Kotkamills Absorbex Oy and Kotkamills Wood Oy, jointly referred as "Kotkamills") website is an information providing platform for the shareholders. It shares the Kotkamills basic information and latest news. It is our primary objective to protect the personal data of all visitors of this website by the means of this Website Privacy Policy. In case you are not able to accept our Privacy Policy, we kindly ask you not to use or submit any personal data to us and/or to leave the website.

By accessing and using our Websites, you agree the terms of this Website Privacy Policy.

COLLECTING DATA

You can visit the websites without telling us who you are. However, general information may be collected automatically and stored by the web servers by default:

- the name of your internet service provider
- the website from which you visited our website
- the websites which you visit when you are with us
- your IP address and location
- the texts that you use when searching for information on our website

Above mentioned information is not stored as personal related data. It is analyzed in an anonymous form and used only for researching the website use and improving the website contents and functionality.

USE OF PERSONAL DATA

"Personal Data" means any information related to identified or identifiable natural person (name, address, email address, telephone number, employer). We collect and process your Personal Data relating to our relationship with you to provide services. We might ask for your Personal Data and process them if needed. Your Personal Data can be used for example in allocating our marketing, executing surveys, in delivering services, items and messages to you.

Personal Data is only collected when you provide us with it. You may be asked to enter for example your name, user id and password, employer company, telephone numbers, postal and email addresses. When submitting this kind of information on our website and giving us the permission to use it, you accept that the personal data is used for the purposes described in this Privacy Policy.

When you submit your personal data to us we will carefully store that information for example in order to offer you better service. In addition, we will keep the stored information in order to recognize your special needs and requests related to our company and offering. If this kind of information is passed on to external service providers it is done only in order to provide service to us (for example mailing service) and we have taken technical and organizational measures to ensure that the data protection regulations are observed. Otherwise, your personal data remains with our company and will only be used to perform duties to you. We will also ensure that your personal data will not be transferred outside EU or EEA regions.

If you give us Personal Data about somebody else, such as your spouse or work colleague, we will assume that you have their permission to do so.

3.7.2020

DATA RETENTION

We will store the personal data for as long it is necessary to perform a service that you have requested or for which you have granted your permission, providing that no legal requirement exist to the contrary, such as in the case of retention periods required by trade or tax regulations.

DATA SECURITY

Kotkamills always follows the valid legislation in the retention and processing of the personal data. We focus all our actions in protecting the privacy of person. We also carry out security measures in order to ensure that the privacy of persons registered will not be endangered caused by Kotkamills or its reliable service providers.

COOKIES

We may use cookies on our website if they are required for an application or service which we provide. You have the right to prevent these cookies from your computer. Some services might not be possible to use without accepting the use of cookies.

RIGHT TO OBTAIN AND CORRECT INFORMATION

You have the right to obtain information on your stored personal data, to receive, to review and if necessary to amend or erase it. The requests are to be sent by email to communications@kotkamills.com. The deletion of your personal data will be completed unless we are legally obligated to store the information. You also have the right to complain about our policy of handling your personal data.

OTHER TERMS

Kotkamills uses reasonable administrative, technical and physical actions in order to protect the registered personal data. The website may include links to other websites. Kotkamills is not responsible to the contents or security of other websites. The continuous development of the website and changes in legislation may need adjustment to our data protection rules from time to time. We reserve the right to implement appropriate changes at any time.

CONTACT INFORMATION

Enquiries on our Privacy Policy and and other feedback may be sent to the address communications@kotkamills.com.

Kotkamills Group Oyj / Kotkamills Oy / Kotkamills Absorbex Oy / Kotkamills Wood Oy
P.O. Box 62-63
48101 Kotka
Finland
Tel. +358 5 21011