



## InkTec Europe Privacy Policy

Updated: 16th March 2018

InkTec Europe recognizes and respects the privacy rights of individuals with regards to their personal data. This Privacy Policy ("Policy") explains what type of personal data we may collect from you and how we use it.

Your privacy is important to us. If you have any questions concerning InkTec Europe's privacy practices or wish to access or correct personal data that InkTec Europe has collected from you, please contact us as described in the "How to Contact Us" section below.

InkTec Europe is a UK based company operating within the UK and Europe. Our parent company is based in South Korea and the address is InkTec Co. Ltd, 98-12, Neungan-ro, Danwon-gu Ansan-City, Gyeonggi-do, 425-839 Korea. InkTec Europe is registered in England as InkTec Europe, Bulford House, Supergas Industrial Estate, Downs Road, Witney, Oxon OX29 0SZ.

Any information you submit to us will only be used by InkTec Europe or subsidiary and will not be passed on to a 3rd Party without your prior consent.

This Privacy Policy applies to InkTec Europe's website, social media pages and online newsletter request form, as well as other customer instigated enquiries. Any person using these communication methods, either manually or via an automated device or program, shall be considered a "User."

All Users are bound to the terms of this Policy. Your use of InkTec Europe's website and online newsletter request form means you consent to the collection and use of your personal data as described in this Policy.

### Personal data we collect and use

InkTec Europe collects personal data to operate effectively and provide you with the best experiences from us. You may provide some of this data directly to InkTec Europe through the online newsletter request form, at events or via telephone enquiries. Wherever required or appropriate, InkTec Europe will obtain consent for the processing of your personal data for the purposes outlined in this Policy.

The type of personal data we collect depends on the interactions you have with InkTec. These may include:

- **Name and contact data:** We may collect your name, company name, job title, postal address, email address, telephone number and other similar contact data
- **Demographic data:** We may collect data about you such as your age, gender, country of origin or residence, and preferred language
- **Interests and favourites:** We may collect data about your professional or personal interests and favourites, such as the websites you visit, etc.
- **Financial data:** We may collect data necessary to process payments, such as a bank account or credit card number.
- **Usage data:** We may collect data about how you and your device interact with us, such as time spent on our website, which pages you have visited etc.
- **Relationship and interaction data:** We may collect data about our discussions and meetings, such as when you contact us for information
- **Location data:** We may collect data about your location, which will be imprecise information for example, a location derived from your IP address or data that indicates where you are located with less precision, such as at a city or postcode level.

### How we use personal data

InkTec Europe uses the personal data we collect for a number of purposes:

- to communicate with you regarding any requests you have instigated
- to contact you periodically to provide you with marketing and promotional material

- to send administrative information to you, such as any changes to our services
- to personalise your experience when working with InkTec Europe by presenting products tailored to you
- for our business purposes, such as data analysis, audits, developing new products, determining the effectiveness of our promotional campaigns, conducting surveys, and operating and expanding our business activities
- to better understand how our products and services impact you, to track and respond to any queries or concerns
- to offer special events or promotions – these will have their own privacy policies and/or informed consent forms that explain how personal data you provide will be processed in connection with these events or promotions
- as InkTec Europe believes necessary or appropriate:
  - A. under applicable law, including laws outside your country of residence
  - B. to comply with legal process
  - C. to respond to requests from public or government authorities, including authorities outside your country of residence
  - D. to enforce our terms and conditions
  - E. to protect our operations
  - F. to protect our rights, privacy, safety or property, you or others
  - G. to allow us to pursue available remedies or limit the damages that we may incur.

#### **Who we share personal data with**

We will only share your personal data, with your consent, to complete any transaction or provide any service that you have requested or authorised. We will not sell, distribute or lease your personal information to third parties unless we have your permission, the company merges/reorganises is acquired or are required by law to do so. This may include laws outside your country of residence, to comply with a subpoena, or a legal process.

If you have requested InkTec Europe's newsletter, then the email address you have provided will be forwarded to MailChimp who provide our email marketing services. MailChimp is a third party data processor who has their own privacy policy to which your data will apply too. Please see <https://mailchimp.com/legal/privacy/> for MailChimp's privacy policy.

#### **How and where we store your personal data**

InkTec Europe uses secure servers using the Secure Sockets Layer (SSL) protocol for data encryption and decryption to protect data from unauthorised interception. Any personal data provided to InkTec Europe is stored here.

#### **Retention Period**

InkTec Europe will retain your personal data for the period necessary to fulfil the purposes outlined in this Policy unless a longer retention period is required or permitted by law. You have the right to know and inquire about what personal data we have collected about you. In addition, you have the right to request correction or deletion of such personal data. Please see our Data Protection Policy for more details. Your email address will remain with MailChimp for as long as InkTec Europe use their services for email marketing or you specifically request to be removed from the distribution list. You can do this via the unsubscribe links contained in the newsletters or request removal via communication methods outlined in the 'How to Contact Us' section of this policy. While your email address remains within the MailChimp database, you will receive periodic (approximately 15 times a year) newsletter-style emails from us.

#### **Children**

While in some instances we may collect personal data about children this will only be when provided by and consent given by a parent or guardian. Subscribing to InkTec Europe's newsletter is for people over 16 years of age. InkTec Europe does not otherwise knowingly solicit data from, or market to, children. If a parent or guardian becomes aware that his or her child has provided us with personal information, he or she should contact us as described in the "How to Contact Us" section below to enable us to action deletion of such personal data. We will take reasonable steps to delete such information from our database within a reasonable time.

### **Notification Procedures**

In the event your personal data is accessed, lost, or stolen by an unauthorised third party, InkTec Europe will make efforts to notify you to the extent required by law. InkTec Europe will disclose to you the personal data that was accessed/disclosed using the contact information you will have previously provided to us.

### **Social networks**

InkTec Europe is visible on social networking sites and may gain your personal data via your interaction with the InkTec Europe pages. InkTec Europe may follow up any posts on social networking sites and follow the correct procedures regarding obtaining personal data from you if you have not already given it to us. When using social networking sites, please be careful about what personal data you share with others.

### **External websites**

InkTec website includes both internal and external websites. The external website links that InkTec Europe suggests are relevant to the content that they are linking from or are useful for our visitors. InkTec Europe is not responsible for the content on external websites that are linked to from our site. InkTec Europe do not link to external sites in return for cash, services or any other payment in kind – links are selected purely based on the relevance of their content for our audience.

### **Cookies**

Cookies are files sent by web servers to web browsers, and stored by the web browsers. The information is then sent back to the server each time the browser requests a page from the server. This enables a web server to identify and track web browsers. InkTec Europe uses open source analytics software from SAS. This measures the performance of our site and to ensure that it best meets our visitors' needs. Google Analytics are used to compile information about visitors' use of the domain, statistical reports on website activity, and provide other services related to the site and internet use activity. The information is completely anonymous and InkTec Europe cannot track who the user is.

The following cookies are used on our website:

- `_utma`, `_utmb`, `_utmc` and `_utmz` – used for our Google Analytics. `_utmc` is a temporary cookies and is deleted once your browser is shut.
- `PHPSESSID` – a temporary cookie and is deleted once your browser is shut.

The InkTec Europe website uses cookies that do not contain any information that personally identifies you, and does not give InkTec Europe access to your computer or any information about you.

You have a variety of tools to control cookies and similar technologies, including browser controls to block and delete cookies:

In Internet Explorer, you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector.

In Firefox, you can adjust your cookies settings by clicking "Tools", "Options" and "Privacy". Blocking cookies will have a negative impact upon the usability of some websites.

Your browser settings may impact your experience on the InkTec Europe website.

InkTec Europe's cookies provide services and help collect data. This data allows InkTec Europe to, among other things, identify your IP address, browser type, domain name, referring URL's, store your preferences and settings and in future, if a secure log in areas developed on our website, enable you to sign-in easier, allow us to recognise you when you return to our site and provide you with a more customised experience.

### **How to Contact Us**

InkTec Europe is happy to answer any questions or comments you may have regarding this Policy or its implementation. Please use the contact details below. We will use reasonable efforts to resolve or address



your concern. Please note that email communications are not always secure, so please do not include sensitive information in your emails to us.

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Tel: 01993 862 770  
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#### **Updates to our Privacy Policy**

InkTec Europe may update this Policy from time to time. Please check this Policy periodically for changes. If we make any changes, the updated Policy will be posted with a revised effective date. We encourage you to periodically review this page for the latest information on our privacy practices.

Your continued use of our Services following the posting of changes to the Policy will mean you accept those changes.