# **GLASTON CORPORATION**

### **GLASTON PRIVACY STATEMENT**

Dated 1 July 2017

## 1 About this Privacy Statement

This privacy statement ("Privacy Statement") is related to the online services of Glaston Corporation ("Glaston" or "We"). It provides you with general information on the processing of your personal data by Glaston and its employees, partners, subsidiaries and affiliates. Please read this Privacy Statement carefully prior to accessing Glaston online services, including our webpages. If you do not agree with this Privacy Statement, we expect you to stop using our online services.

Glaston is committed to protecting your privacy and personal data. We process your personal data in accordance with this Privacy Statement and applicable laws including European Union's General Data Protection Regulation. Glaston is a Finnish company existing under Finnish law. Consequently, this Privacy Statement is governed by the material laws of Finland.

We reserve the right to amend this Privacy Statement, so we hope that you review this Privacy Statement from time to time. If you have any questions about our privacy practices, please refer to the end of this Privacy Statement for information on how to contact us.

#### 2 Personal Data processed in our online services

You can access our website without entering any personal data. However, certain parts of our website and some of our online services may require us to collect personal data for the services to function properly. Personal data that is collected in such cases generally consists of contact and personal details such as name, address, e-mail address and/or telephone number.

By visiting our webpages, certain technical and other information is automatically sent to us by your computer (i.e. information about your browser, source of your visit and IP address). We also collect information about your website usage by using cookies. Please see the Cookies section in the Glaston's Site Policy available at www.glaston.net for further information. In addition, information may be provided to us by third parties, which may be subject to that third party's privacy policies.

Some parts of our online services may require you to register. Once you register or have otherwise been assigned a specific identification code, to access your accounts, we may

ask further personal details about you. By registering, you consent to providing that information to us and that your online profile may become visible to other users of our online services e.g. in our forums and newsfeeds.

# 3 Purposes of processing

Glaston processes personal data to:

- Ensure an efficient and secure provision and use of our online services:
- Develop and improve the online services for a better quality and broader scope of services;
- Customize the services and content for your specific needs and interests;
- Contact you;
- Legal and audit purposes;
- Conduct research and collect statistics.

Our aim is to produce cost efficient online services without you having to register separately to each of the different services. Therefore your personal data may be used and shared across our services to fulfill the specific purpose in question.

We may send you information electronically on the products and services you have been using or acquiring, as well as other related products and services. Our policy is to include instructions for unsubscribing from receiving such e-mails.

We will generally only keep your personal information for as long as is reasonably required for the purposes for which it was submitted. In furtherance of the foregoing, your data will be deleted or made anonymous in a reasonable time after you have stopped using our online services, unless we are under a legal obligation to retain your data.

### 4 With whom and where do we share information

Glaston does not sell your personal data to any third parties for e.g. marketing purposes. We may disclose information about you to others if we have a good faith belief that we are required to do so by law or legal process, to respond to claims, or to protect the rights, property or safety of Glaston or others. Aggregate statistics about users of our online services or site activity may be provided to third parties.

Your personal data may be shared to companies that participate in providing our online services to you. Your personal data may also be shared to companies that you represent as well as companies that are part of our group of companies. Your personal data is shared for the above purposes only if there is a written agreement in place between us and the receiving party and when the party in question has established at least the same level of protection of your personal data as Glaston.

Glaston is a global business and as such your personal data may be transferred to and processed in countries around the world, including countries outside of the European Economic Area, some of which do not provide the same level of protection for personal data as is provided within European Economic Area. Glaston will however take steps to ensure that your personal data is transferred and processed securely, in accordance with European Union requirements.

# 5 Protection of your information

Glaston has undertaken appropriate technical and organizational measures to protect personal data related to you. Such measures include i.e. user controls, firewalls, secure connections, virus protections, sufficient outsourcing agreements and adequate training of our staff.

Kindly note that in providing your information over a public or third party network, you do so at your own risk.

# 6 Contacting Glaston and exercising your rights

You may at any time contact Glaston to check the accuracy of the personal data related to you. At your request, and subject to legal requirements, we will rectify or erase any incomplete, inaccurate or outdated personal data.

In case the processing of your personal data is based on your consent, you may at any time revoke your consent by contacting us. In such cases, however, we may not be able to provide you with some or all of our services and products.

Please find information on how to contact us by accessing the contact details section of our website available at: http://www.glaston.net/fi/contacts/

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