

## Privacy Statement

This statement discloses the privacy practices and policies for Uniboard Limited. If you have any questions about these practices and policies, please e-mail us through our contact us page.

Uniboard Limited respects your personal privacy. We protect any personal information you give to Uniboard Limited (address, name, email address) etc. If it is necessary for us to request any personal information, the purpose for doing so is disclosed in this statement.

### Collection and Use of Your Personal Information

We may collect and process the following data through our website (and combine this with data provided offline through your interactions with us):

- Any information provided by or about you through our website including comment boxes, forms, links, website usage or any other means.
- If any person contacts us via phone, email, post, surveys, through our website or otherwise, we may keep a record of that correspondence.
- Where you purchase any products or services from us, we collect your data in relation to that product or service as set out in this policy and our contract with you for that product or service.

### Personal information that this website collects and why we collect it

#### Site visitation tracking

Like most websites, this site uses Google Analytics (GA) to track user interaction. We use this data to determine the number of people using our site, to better understand how they find and use our web pages and to see their journey through the website.

Although GA records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to us. GA also records your computer's IP address which could be used to personally identify you, but Google do not grant us access to this. GA makes use of cookies, details of which can be found on Google's developer guides.

Disabling cookies on your internet browser will stop GA from tracking any part of your visit to pages within this website.

### Contact forms and email links

Should you choose to contact us using a Contact form on our Contact us page or through a product enquiry form, the data that you supply will be transmitted to Uniboard Limited and may be stored on our Customer Relationship Management (CRM) systems. Your details will be stored on our website Content Management System (CMS). All contact forms submitted through this website are sent on our secure 256bit SSL connection.

### How we store your personal information

All identifiable data entered on our website is stored in our database in an encrypted format. Only with the correct use of encryption keys can this data be presented back to you or to our CMS administrators. All personal data is only available through the 256bit SSL connection using encrypted passwords.

### Our third-party data processors

As mentioned before, we use Google Analytics to track users on our website and to process personal data on our behalf. Our third party data processors are based in the USA and is EU-US Privacy Shield compliant. [Google \(Privacy policy\)](#)

## Retention of data

We keep your personal data only for as long as necessary for the purposes for which it was collected and to provide you with services, to conduct our legitimate business interests or where otherwise required by law.

## Disclosure of data

Your personal information may also be processed by other organisations on our behalf for the purposes outlined above. We may disclose your information to partners, associates, agents or subcontractors and to possible successors to our business. Some of these parties may reside outside the European Economic Area.

## Prevention of Fraud

Uniboard Limited reserves the right to co-operate with local, national or international law enforcement authorities in the investigation of improper or unlawful activities. If a specific investigation requires personal information to be supplied, it may be necessary to disclose personal information relating to those individuals.

## User Rights and access to your personal information

Under Data Protection Law you have the right to access, erase or correct information held about you in certain circumstances, and to have some of that data (if held by UNIBOARD) provided to you in a portable form. You have the right to request a copy of any personal information we hold about you.

We will endeavour to comply with such requests within one month, but where any such request is unusually onerous, we may extend that time by a further two months. In fulfilling such a request, we may request a copy of ID to confirm your identity.

## General Privacy Guidelines

### 256Bit SSL Security

Your personal information is encrypted in our website database and only authorised website users can access your details through a password protected service. All services where your details are being requested by Uniboard Limited are processed through our secure server using Secure Socket Layer (SSL) encryption.

When you supply us with your address, we may use your address to send you promotions or offers pertaining to new product launches, catalogues or other promotional material

## Site Security

Uniboard Limited will use the necessary security safeguards to protect personal information against loss, theft and unauthorised access. Any personal information supplied provided by you is exchanged on a secure server using SSL (Secure Socket Layer) encryption and database encryption. It is important to note that an e-mail is NOT a secure means to send personal information as it is not encrypted.

## Relevant legislation

This website is designed to comply with the following national and international legislation with regards to data protection and user privacy:

EU Data Protection Directive 1995 (DPD)

EU General Data Protection Regulation 2018 (GDPR)

Irish Data Protection Act 1993 (DPA)

This site's compliance with the above legislation, all of which are stringent in nature, means that this site is likely compliant with the data protection and user privacy legislation set out by many other countries and territories as well.

## Changes to our privacy policy

This privacy policy may change from time to time in line with legislation or industry developments. We will not explicitly inform our clients or website users of these changes. Instead, we recommend that you check this page occasionally for any policy changes.