

Privacy Policy

Our Privacy Principles

Corvolo.Inc is committed to upholding your privacy as a valued customer, prospective customer, or user of this website. The personal data about you that we collect process or use ('Data') is held securely and treated in accordance with this Policy. Whenever you give us Data, you are agreeing to its collection and for us to process it as explained at the time of collection and in this Policy, including our use of 'cookies' (see section 'Cookies'). We operate an integrated communications programme which means we use your Data to communicate with you through several different channels; including direct mail and email (see sections 'What we use your data for' and 'Promotional activity'). Our aim is to keep you up-to-date with all the latest news from Vpress, however if you feel you no longer wish to receive direct mail or email communications from us, you are able to change your mailing preferences individually at any time (see section 'Opting Out'). If you would like to contact us at any time with regard to this Policy or its contents please contact our Head Office – contact details can be found below. What personal data do we collect and how do we store it?

If you visit the Corvolo.Inc website, your Internet Protocol ('IP') address and other information relating to your visit will be tracked by a method called URL Rewriting where the link (URL) to any page on the site has a unique session ID appended to it (see section 'Cookies' for more details). If you wish to interact with Vpress, you will need to sign up through our website registration process or contact the office outside of the website. Registering through our website will involve you providing us with Data about you such as your name, company name, company address, email address and job title.

After you first request for information from Corvolo.Inc book to attend one of our events, or provide us with your business card at a networking event or trade show, or become a registered user of Connect, we will collect other Data such as telephone number, mobile phone number, when you

request information, sign up for events or surveys. Data is stored in our CRM database, excel spreadsheets and may also be stored on computer or mobile phone contact databases.

Disclosure of information

Corvolo.Inc use of your Data for any of the purposes disclosed in this Policy, or any other purposes disclosed in any separate communication, may involve Corvolo.Inc sharing it with third party suppliers such as contractors, agents or professional advisers appointed by Corvolo.Inc to assist Corvolo.Inc in providing our services and products. These may include entities located in countries outside the European Economic Area (currently the European Union and Iceland, Liechtenstein and Norway) US and Canada, who will be required to comply with our strict privacy requirements, and to demonstrate that they follow best practice guidelines for data protection. In no other case, unless obliged to do so by law, will Corvolo.Inc sell, rent, lease or otherwise share your Data with third parties, unless you have provided your specific, positive and unambiguous consent.

What we use your data for

Data about you provided to the Corvolo.Inc will be used for the purposes described at the time of collection. It may also be used for the other purposes described in this Policy. For instance, Data will be used by Vpress to record vpress.com usage patterns and your use of Vpress' other services, thus helping us to administer these effectively and provide the highest possible level of service. It also helps us better understand your needs and interests. If you are a customer of Corvolo.Inc your Data may be used to send you, by post or by email, any Vpress publications made available to Vpress customers including regular monthly newsletters and service updates for the Connect Software. It will also be used for Vpress administrative purposes such as invoicing and payment reminders. If you are not customer of Corvolo.Inc your Data may be used to send you regular relevant updates about the latest information and services available from Corvolo.Inc, by post or email. We will always require you to supply an email address when you complete a transaction on vpress.com for email confirmation and administration purposes. However, when capturing your email address we may also offer you the chance to 'opt in' to receive other email communications. If you do not ask to be sent these communications, you will only receive email for administration purposes. Data may also be used to send Vpress customers and non-customers promotional communications as described in the 'Promotional Communications' section below.

Promotional communications

Unless you have previously opted out of receiving such communications (see section 'Opting out'), your Data will be used by Corvolo.Inc for marketing, advertising and promotions ('Promotions'). These Promotions may advertise Vpress events and other Vpress goods and services, some of which are offered to you in partnership with specially selected partners of Corvolo.Inc. Because of this, Data may be shared with them solely for the purpose of informing you of such events, goods and services. Other Promotional communications may also invite you to participate in surveys or prize events. Promotional communications may be made by post, or email. In the case of email

communications these will only be sent to you if you have opted into Corvolo.Inc use of email to communicate with you on these matters. You can unsubscribe using the link at the bottom of the email.

Opting out

You may at any time opt out of any future communication from Corvolo.Inc, digital or non-digital, Promotional or non- Promotional. If you wish to opt out of receiving postal communications please contact our Head Office. (If you wish to opt out of email communications please use the 'Unsubscribe' link provided and follow the instructions.

Cookies

A cookie is a small piece of data that is sent from our web server to your browser when you visit vpress.com. It is stored on your hard drive. There are several types of cookie that are used to keep track of information needed by a site user as they travel from page to page within a website. The type of cookie used can track internet activity after the user has left a website. These are normally facilitated by organisations external to the website being visited and are generally known as 'third party' cookies. These usually have a long lifetime with several months being quite common. They are "harvested" and "refreshed" whenever the user visits a page where the same or a similar cookie is being used. We currently have two third party cookies written from vpress.com as follows:

- We use Google Analytics' to measure and analyse visitor information related to our web site. For that purpose, your IP Address, Internet traffic data and data on your browser type and PC are collected. We will not use any of this data to identify you personally, it is used only to monitor and improve vpress.com. Google's full Privacy Policy can be viewed at: <https://policies.google.com/privacy?hl=en>
- We use Campaign and Digital Intelligence Limited (CANDDi) to measure and analyse visitor information related to our web site and traffic from external links. We use CANDDi's software and services to create personal profiles of those individual's who visit our websites. CANDDi's full Privacy Policy can be viewed at: <https://www.canddi.com/privacy/>
- Internet browsers normally accept cookies by default, but it is possible to set a browser to reject cookies, however, this may reduce the functionality of vpress.com

Maintaining the information we hold about you

Corvolo.Inc aims to keep the Data it holds about you accurate and up to date. If at any time you want to verify, update or amend any Data we hold about you or if you become aware of possible errors or inaccuracies in that Data contact the Vpress Head Office – see vpress.com/contact. If you wish to opt out of further use of your Data for any purpose, please refer to the previous section on 'Opting Out.'

Surveys

Vpress may from time to time invite you to participate in surveys. This may occur online or using other communication channels. Anonymity of individual respondents and protection of personal details will be maintained except where you have expressly granted permission to the contrary. Information gathered through surveys will be researched and compiled on an aggregated basis and results may be published on vpress.com or elsewhere. Such results will not identify you. The information will be used to help us formulate our policy positions and to monitor or improve Corvolo.Inc and Corvolo.Inc' products and services.

Security

Corvolo.Inc places great importance on the security of all Data associated with our customers, registered users of coreprint.net and other contacts. We have security measures in place to protect against loss, misuse or alteration of Data under our control. Unfortunately no transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal data, we cannot warrant the absolute security of any Data you transmit to us online or to any other persons providing products or services online through vpress.com or coreprint.net. You are responsible for maintaining the security of your passwords in your possession and/or any account information in your control.

Notification of changes

Corvolo.Inc reserves the right to modify, alter or otherwise update this Policy at any time and users are encouraged to review this Policy from time to time. Any changes to the Policy will be highlighted on the vpress.com homepage and the previous Policy will be available on vpress.com for at least six months after the change has come into effect.

If you do not agree with this policy, do not access or use our Services or interact with any other aspect of our business.

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