# KCL www-services
# Privacy policy

**Please read the terms and conditions applicable to this site carefully before accessing and using this World Wide Web service ("Websites").**
**By accessing the Websites, you agree to be bound by these terms and conditions. Do not access the Websites if you do not agree to all of the terms and conditions.**

This privacy policy applies to the Websites provided on Oy Keskuslaboratorio-Centrallaboratorium Ab ("KCL") website.

## Non-personal information

All activity on these Websites is logged and your IP address is stored to the log. The purpose of the log is to collect information on Websites usage volumes and patterns, number of visitors, which parts of the Websites have/have not been used and system errors. The collected data is used to further develop and enhance these Websites.

The log does not collect personal user data (name, address, date of birth etc.) unless you yourself have provided them nor does it contain any other information on the basis of which you may be identified. These Websites may use technology, such as Google Analytics, that reveals certain technical information like your computer's operating system, network location, browser type and address of a referring Web site including a company name. Based on this information KCL may contact a company for advertising and marketing purposes. The company may always prohibit any direct advertising and marketing contacts.

## Cookies

### Cookies on our Website

Cookies are small text files that are stored in your computer's memory and hard drive when you visit certain web pages. They are used to enable websites to function or to provide information to the owners of a website. Web beacons (also called "pixel tags") are electronic images placed on a website that typically help us access certain cookies on the website, enable us to count visitors on our websites and improve our services. Web beacons also collect information about visits from your IP-address.

This Cookie policy informs you how KCL uses cookies, web beacons and other similar technologies (jointly referred to as "**cookies**") in its websites and how you can manage and control the use of cookies on your computer or device.

Cookies that are used on our Websites help KCL to provide customized services and information. KCL uses cookies on all our Websites to gather information how and when pages in our Websites are visited, what our users' technology preferences are and whether our Websites are functioning properly.

In general terms, we use cookies on our Websites for the following purposes:

**Analytical purposes:** Analytical cookies allow us to recognize, measure and track visitors to our Websites. This helps us to develop the way our Websites function, by determining whether site visitors can find

information easily, or by identifying the aspects of websites that are of the most interest to them, for example.

**Usage preferences:** Some cookies on our Websites are activated when visitors to our sites make a choice about their usage of the Website. Our Websites then use the settings preferences of the user in relation to future visits. This allows us to tailor the experience on our Websites to the individual user.

**Policy Administration:** We use cookies to record when a site visitor has seen a policy, such as this one, or provided consent, such as consent to the terms and conditions on our Websites.

**Session management:** The software that runs our websites uses cookies for technical purposes needed by the internal workings of our servers. For instance, we use cookies to distribute requests among multiple servers, authenticate users and determine what features of the site they can access, verify the origin of requests, keep track of information about a user's session and determine which options or pages to display in order for the site to function.

**Functional purposes:** Functional purpose cookies store information that is needed by our applications to process and operate. For example, where transactions or requests within an application involve multiple workflow stages, cookies are used to store the information from each stage temporarily, in order to facilitate completion of the overall transaction or request.

To make full use of our Websites, your device will need to accept cookies. Our Websites will not function properly without them. In addition, cookies are required in order to provide you with personalised features on our Websites.

### Third party cookies

When you visit our Websites, you may receive cookies that are set by third parties. These may include cookies set by Google or other similar. We do not control the setting of these third-party cookies, so we recommend you to check the third-party websites for more information about their use of cookies and how to manage them.

### Amending cookie preferences

You may delete cookies from your computer at any time. The instructions for removing cookies from your computer or mobile device depend on the operating system and web browser you use. Please note, however, that withdrawing your agreement to the use of cookies on our Websites will mean that certain functionalities are not usable or are more difficult to use.

The site www.allaboutcookies.org includes more about cookies in general and instructions for managing cookies on many commonly used browses, or you may consult the vendor documentation for your specific software.

## Protecting personal information

KCL will store personal information as required to meet legal and regulatory requirements or as additionally needed in accordance with this policy. KCL has endeavoured to take appropriate action to protect your personal information in order to prevent their unauthorized and incorrect use.

## The Internet

Given that the internet is a global environment, using the internet to collect and process personal information necessarily involves the transmission of data on an international basis. Therefore, by browsing KCL's website and communicating electronically with KCL, you acknowledge and agree to our processing of personal information in this way.

Unfortunately, the transmission of information via the internet is not completely secure. Although KCL will do its best to protect your personal data, we cannot guarantee the security of your personal information transmitted to KCL's website; any transmission is at your own risk. Once KCL has received your information, KCL will use strict procedures and security features to try to prevent unauthorised access.

KCL's Websites may, from time to time, contain links to other websites which are outside KCL's control and are not covered by this privacy policy. If you access other websites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from KCL's. KCL do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal information to these Websites.

For further information please see also our Privacy Statement which can be found on our Websites.

## Updating and changes

We may change or update parts of the Privacy Policy without notifying you in advance. Always read the Privacy Policy before using our Websites to be aware of the status of an opinion in all situations and if it has been altered or updated.