



PRIVACY STATEMENT (Kronodoc Express)

Kronodoc Oy (hereinafter referred to as "Kronodoc") has created this Privacy Statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices.

Personal information and Information sharing

For each visit to our login page we automatically recognize your IP address, domain and Web browser. This information is not used to personally identify you. We use your IP address to help diagnose possible problems with our server farm and Internet connection. We do not sell or market this information to any third party. We do however, on occasion, aggregate this information internally and analyze it to help improve the performance of our service.

During the registration/sign-up process, you provide us with personally identifiable information such as name, email address, etc. This information is used primarily to identify you in our service, which is necessary for the login process. The individual user account is based on e-mail addresses. We do not share this information with anyone, nor do we sell or market this information to any third party. Kronodoc reserves the right to use the registered information for CRM, sales and marketing activities unless the user has explicitly forbidden us to do so.

Once you are logged in to the service you may enter personal information in your preferences. This information is visible to us on your user account. We do not share this information with anyone, nor do we sell or market this information to any third party.

In the purchase process, you provide us with personally identifiable information such as name, email address, postal address and phone number, etc. This information is used primarily for billing purposes, and to contact you in the case that a problem should occur with your account. This information is used in the scope of billing. We do not market or sell this information to any third party and the possible partners of Kronodoc will under no circumstances contact the users registered in our system for their own purposes. The information is collected and owned by Kronodoc only.

Our service contains links to other sites. Kronodoc Oy is not responsible for the privacy practices or the content of such Web sites.

Cookies

We use cookies for the duration you are logged in to store session information. Please note that our service requires the use of cookies for the login procedure, so you cannot use the service if you set your browser to reject cookies.

Security

We recognize the importance our customers place on security. We exercise great care to see to that any information you enter or upload to your account is handled in a secure manner. Therefore, all communication between your computer and our servers is encrypted using SSL encryption technology. Furthermore, any document you upload to your account is securely transmitted (using SSL).



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This service has security measures in place to protect the loss, misuse and alteration of the information under our control. Internally, we restrict access to personally identifiable information to employees who need access to the information to do their job. All employees have to execute nondisclosure agreements with us. Only selected employees are allowed to access your data or uploaded files and only when instructed by you to do so. Backups of user and project data are scheduled on a regular basis and these backups are stored and safely locked up. For further information on the security of Kronodoc Express we refer to our [Security policy](#).

Change/Modify

To change or modify any of the information provided in your user account, login to the service using your email address and your password. Go to your personal Preferences by clicking on the username link in the top frame.

To change or modify any of the information in your workspace (project owners/administrators only), login to the service using your email address and your password. Go to the workspace and click on Settings link in the top frame. You can modify the workspace information by updating the fields under the different topics displayed in the configuration tree on the left.

Deactivate

This service gives users the opportunity to deactivate a user account by logging into the service and deactivating the user account by setting the user status to "inactive" in the user information pane.

Changes in this policy

Kronodoc reserves the right to modify or amend this Privacy Statement at any time and for any reason. Users will be notified about changes in the Privacy Statement via our web sites and newsletters.

Additional information

Additional information on the [Privacy statement](#). Additional information on the [Terms of use](#).

Contact information

If you have any questions about this Privacy Statement, the practices of this site, or your dealings with this Web site, you can contact Kronodoc Oy. Detailed contact information: <http://www.kronodoc.com/en/contact-information.html> (in English), <http://www.kronodoc.com/fi/ota-yhteytta.html> (in Finnish).