

## **PRIVACY STATEMENT**

CIRCULAR COVER MANUFACTURING (CCM)

CCM is committed to data privacy and our security measures extend to the heart of our business interactions.

We understand and respect the paramount importance of privacy for individuals and businesses alike, and thus, present this Privacy Statement to elucidate our practices in handling, safeguarding, and utilizing your data, adhering diligently to prevailing data protection laws and regulations.

**Information Collection:** In the course of our engagements, we may collect vital business-related information to ensure efficient communication and collaboration. This includes essential details such as company names, designated points of contact, email addresses, and other pertinent information, all intended to facilitate seamless interactions.

**Purpose of Use:** The data we gather is not only treated with the utmost care but is utilized purposefully to enhance the quality and effectiveness of our interactions. Whether it's facilitating business transactions, customizing services, responding promptly to inquiries, or elevating the overall experience, your data serves as a catalyst for mutual growth.

**Data Sharing:** Collaboration often calls for strategic alliances with trusted partners, subcontractors, or service providers. In such instances, certain business information may be shared, ensuring our engagements operate seamlessly. It is of paramount importance to note that data sharing adheres to stringent privacy protocols and security measures that we rigorously enforce.

**Data Security:** Our commitment to data security is unwavering. Robust measures, ranging from advanced encryption to stringent access controls, are meticulously implemented to fortify the confidentiality, integrity, and availability of your business data. This is our promise to you, safeguarding your information from any unauthorized access, disclosure, alteration, or untimely destruction.

**Data Retention:** Our approach to data retention is marked by prudence and legality. Your business data is retained for the duration necessary to fulfill ongoing engagements, respecting the scope of our interactions and adhering to legal obligations. This practice underscores our dedication to responsible data management.

**Rights and Choices:** We empower you with the agency to exercise your rights within our interactions. This encompasses the ability to review, rectify, or request the deletion of your business data. Additionally, you have the autonomy to opt-out of specific communications or selective data usage, aligning with your unique preferences.

**Cookies and Analytics:** In our digital landscape, cookies and analytics tools contribute to an enriched user experience. These discreet technologies enable us to glean insights into website usage, ultimately aiding us in continually refining our digital engagement strategies for our esteemed partners.

**Updates:** Our commitment to transparency is exemplified in our dedication to periodic updates of this Privacy Statement. These updates mirror evolving best practices, industry standards, and any pertinent regulatory changes, ensuring our privacy framework remains steadfastly aligned with the highest benchmarks.

By engaging in interactions with CCM, you implicitly endorse the principles outlined in this comprehensive Privacy Statement.

With unwavering dedication, we strive to honor your privacy, fortify the security of your business data, and cultivate an environment built on mutual respect and trust. Should you seek further clarification, have inquiries, or wish to address concerns, please feel free to reach out <a href="mailto:info@circularcovers.com">info@circularcovers.com</a>