

## Advance Copy Cookies Policy

This privacy policy will explain how Advance-Copy.com (from here on also referred to as Advance Copy / Our Company) uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

### **What data do we collect?**

Our Company collects the following data:

- Personal identification information (Name & email address).

### **How do we collect your data?**

You directly provide Advance Copy with most of the data we collect. We collect data and process data when you:

- Voluntarily sign up to receive our newsletter.
- Use or view our website via your browser's cookies.

### **How will we use your data?**

Our Company collects your data so that we can:

- Email you with our newsletter or general updates.
- To track the performance and functionality of Advance-Copy.com in order to improve our website functionality using Google Analytics.

Advance Copy does not share your data with partner companies.

## How do we store your data?

Our Company securely stores your data at Mailchimp.com

Our Company will keep your Name and Email Address indefinitely unless you choose to unsubscribe from our Newsletter.

## Marketing

Our Company would like to send you information and updates on most recent content published on Advance-Copy.com

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop Our Company from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please unsubscribe from our Newsletter directly by clicking on the 'unsubscribe' link at the bottom of Advance-Copy.com Newsletter emails. Alternatively you may email [natalia@advance-copy.com](mailto:natalia@advance-copy.com) stating your wish to unsubscribe from Advance-Copy.com newsletter

## What are your data protection rights?

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Our Company erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Our Company’s processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [natalia@advance-copy.com](mailto:natalia@advance-copy.com)

## **Cookies**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

### **How do we use cookies?**

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website

### **What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Our Company does not share this data with third parties or advertising partners.

### **How to manage cookies**

You can set your browser not to accept cookies however, in a few cases, some of our website features may not function as a result.

### **Privacy policies of other websites**

Our Company website contains links to other websites. Our privacy policy applies only to Advance-Copy.com website, so if you click on a link to another website, you should read their privacy policy.

## **Changes to our privacy policy**

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 22nd February 2020.

## **How to contact us**

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [natalia@advance-copy.com](mailto:natalia@advance-copy.com)

Or write to us at: Natalia Mozalova Corre, Mühsamstraße 62, 10249 Berlin, Germany

Mühsamstraße 62 10249 Berlin Germany