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Privacy Policy

The Onoto Pen Company Limited is committed to protecting your privacy online. Our policy explains how we will do this. We will review this policy in the light of comments we receive so please check the latest version. If you have any questions please contact us.

We will ensure that our staff and those acting on our behalf obtain, use and disclose personal information lawfully and correctly. To this end we fully endorse

and adhere to the principles of data protection, as set out in the UK Data Protection Act 1998 (the "Act"). We shall apply the Act globally.

In particular we will:

- Observe the conditions in the Act regarding the fair collection and use of personal information (please see below regarding personal information collected via our website)
- Meet our legal obligations to specify the purposes for which we process personal information, this information being set out in our data protection notification particulars which can be found on the Information Commissioner's website at www.dpr.gov.uk

What information do we collect?

- We collect email addresses.
- Registration: To receive our newsletter or details of our products, we ask you to register, and if you do we ask for your name and email address.
- From time to time we may ask you for further information, for example if you enter a competition or purchase online.
- We may also use cookies. For an explanation, see the section on cookies below.

Use of Cookies

Cookies are small files, which many web sites transfer to your hard disk. They can inform the web site what pages you visit, and your preferences, which enable web sites to provide you with a more personalised service. You can set your browser to refuse cookies, or to warn you before accepting them.

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In the case of our online publications available through subscription, your personal information may be used to enable us to verify you are a subscriber and to deliver the online publication to you.

When do we share information?

We do not sell or give your personal information to others.

A number of other people's web sites may have links on our site. If you link to their sites, they may collect information, and such sites are not within our control and are not covered by this privacy statement.

If we believe that your use of onoto.com is unlawful or damaging to others, we reserve the right to disclose the information we have obtained through the site about you to the extent that it is reasonably necessary in our opinion to prevent, remedy or take action in relation to such conduct.

What about security?

When purchasing online, all personal and any credit card information is encoded using Secure Sockets Layer (SSL) technology before being sent over the Internet. To protect your data further, credit card transactions are issued with a digital certificate, ensuring that your data can only be read by our transaction system as long as your browser shows its secure mode symbol (such as a key or closed lock).

To make the most of the security on our site, we recommend using either Microsoft® Internet Explorer™ version 4.0 or higher or Netscape Navigator®, both of which enable SSL. We also recommend setting your browser's preferences to accept cookies and enable JavaScript™.

English Law

The Agreement will be governed by and construed in accordance with the laws of England and Wales and subject to the exclusive jurisdiction of the courts of England and Wales.

Dated: 1 November 2004