

# Privacy Policy

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## **We will never sell or rent your personal information.**

Thank you for visiting BerkPaper.com. This privacy policy explains how we use personal information collected on this site. Please read this privacy policy before using the site or submitting any personal information. By using the site, you are accepting the practices described in this privacy policy. These practices may be changed, but any changes will be posted and changes will only apply to activities and information on a going forward, not retroactive basis.

## **Collection of Information**

Our web server automatically recognizes the domain name of your computer or web-enabled device. We collect information that you share when you complete an online registration or via other website transactions. This information may include, but is not limited to, your name, company name, company address, phone number, fax number, email address and payment information (e.g., encrypted credit card number and billing address). We may also collect information on what pages users' access or visit.

## **Cookie/Tracking Technology**

A "cookie" is a small piece of information that a website can store in a designated file on your computer or web-enabled device. When you visit our website, we use cookies to collect aggregate information on the number of visitors to our site and the number of pages viewed. While Berk does analyze its website logs to monitor the flow of traffic and make improvements to the site's content, its website logs are not personally identifiable, and no attempt is made to link them to individual visitors to this site. This information is used only by Berk and is not shared with any third-party companies.

If you register, we place a unique identifier cookie that is used to maintain your "sign on" status for the duration of your visit to the site, customize or tailor your visit and to store your user preferences for that site over time. We also use cookies to track the pages visited so that we can deliver Berk web content based on a visitor's profile (as provided by the visitor) and the visitor's past activity on that site. The use of these cookies also enables our sites to "remember" the items that visitors add to their shopping carts.

## **Distribution of Information**

We may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when: (1) permitted or required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.

## **Commitment to Data Security**

We use industry-standard encryption technologies when transferring and receiving payment and other

sensitive data. We have security measures in place in our physical facilities to protect against the loss, misuse or alteration of information that we have collected from or about you.

### **Privacy Contact Information**

If you have any questions, concerns, or comments about our privacy policy you may contact us via [info@berkpaper.com](mailto:info@berkpaper.com) or 800.323.3547.