



## Privacy Policy

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TWINDOCS International Services S.L. (TWINDOCS) [1], declares its respect for and compliance with the provisions contained in the international personal data protection legislations [2], for the purpose of which, all the technological means at the company's disposal have been adopted in order to prevent the loss, misuse, alteration, unauthorized access and misappropriation of data you provide to TWINDOCS, without prejudice to the fact that Internet security measures are not impregnable. Accordingly, we want to inform you about our data protection policy, so you can voluntarily decide if you wish to provide TWINDOCS with your personal data.

All the personal data you introduce through the webpage <https://www.twindocs.com> (hereinafter referred to as the Site), or any other data that in the future you might give TWINDOCS, are collected in a personal data file owned by TWINDOCS, under the company's responsibility. In order to comply with all personal data protection regulations, TWINDOCS declares itself responsible for and the receiver of all the personal data you provide through any of the forms at your disposal in the Site.

In case you access through the Site to private management services of electronic documents, the terms and conditions of use shall be applied, including those regarding privacy policies, to which you should agree in order to authorize access to the service requested, without prejudice that all privacy policies expressed here are applied to every part of the Site.

The purpose of the treatment TWINDOCS applies to the data provided is, in all cases, to use this information for the development of any of the activities involved in private on-line management of electronic documents, in order to manage and render any services you may request, as well as activities to promote your products or services and send you information related to new products available.

Likewise, the acceptance of this Privacy Policy implies your express consent to the reception from TWINDOCS of any type of advertising and promotional communications on your e-mail address or other equivalent means, accordingly to current regulations [3]. Should you not be interested in receiving this kind of communications, please contact TWINDOCS on the

address before mentioned or send an e-mail to [info@twindocs.com](mailto:info@twindocs.com), expressing your request.

You will be able to exercise your rights of access, rectification, cancellation or objection on the data we store in TWINDOCS Files, through any legal channel able to keep record of the sending and the reception of such request.

In order to adapt the services offered to your likes and preferences, TWINDOCS will use "cookies". "Cookies" are text files sent by servers to your hard disk for a fastest access from your computer to the selected webpage. The purpose of TWINDOCS "cookies" is to offer you personalized services, providing you with information that may be of your interest. "Cookies" do not extract information from your computer, and do not disclose where you are. Notwithstanding all this, should you not want to use "cookies", please configure your computer's navigator accordingly. However, please note that quality in the performance of the website may decrease.

TWINDOCS reserves the right to modify the present Privacy Policy in order to adapt it to any future changes in legislation, jurisprudence or interpretation of the Spanish Agency for Data Protection. In such case, TWINDOCS shall clearly notify such changes sufficiently in advance and shall, if necessary, request your explicit consent to them.

[1] Twindocs International Services S.L.

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Tax Identification Number (TIN):

B99224826

[2] TWINDOCS International Services S.L. ( TWINDOCS), declares its respect for and compliance with the provisions contained in the 15/1999 of 13 December, Organic Law for the Protection of Personal Data (LOPD), and its compliance with the regulations in the Spanish Royal Legislative Decree 1720 /2007, of 21 December for the development of the Organic Law for protection of personal data.

[3] 34/2002 Law for Information Society Services and E-commerce