

Privacy and Cookie Policy

Thank you for reviewing Stackpole International's Privacy and Cookie Policy ("Policy"). This Policy describes how Stackpole International (SI) may collect, use and disclose information relating to you when using this Website and the choices you have with respect to that data.

SI is sensitive to the issue of confidentiality in online interactions and is committed to respecting the privacy of our visitors. We collect only such personal information as is needed to provide the information, service, or assistance that you request.

Information We Collect Automatically

If you visit our website to browse, read, or download information:

- Your web browser automatically sends SI (and SI may retain) information such as the:
 - Internet domain through which you access the Internet (e.g., yourServiceProvider.com if you use a commercial Internet service provider, or yourSchool.edu if you use an Internet account from your school);
 - Internet Protocol address of the computer you are using;
 - type of browser software and operating system you are using;
 - date and time you access our site; and
 - the Internet address of the site from which you linked directly to our site.
- SI will use this information as aggregate data to help us maintain this site, e.g., to determine the number of visitors to different sections of our site, to ensure the site is working properly, and to help us make our site more accessible and useful.
- SI will not use this information to identify individuals.
- SI will not obtain personally-identifying information about you when you visit our site, unless you choose to provide such information.

Other Information We Collect

If you choose to identify yourself (or otherwise provide SI with personal information) when you use our online forms:

- SI will collect (and may retain) any personally identifying information, such as your name, street address, email address, and phone number, and any other information you provide. SI will use this information to try to fulfill your request and may use it to provide you with additional information at a later time. SI will not disclose such information to third parties, except as specified in this privacy policy.
- If you request information, services, or assistance, SI may disclose your personal information to those third parties that (in our judgment) are appropriate in order to fulfill your request. If, when you provide us with such information, you specify that you do not want us to disclose the information to third parties, we will honor your request. Note, however, that if you do not provide such information, SI may be unable to refer, respond to or fulfill your request.

Cookies

Cookies are small data files placed on your device by a Website when you visit. With most internet browsers, you can take steps to limit tracking by erasing cookies from your device and by setting your browser to block all cookies

or warn you before a cookie is stored. Cookies offer enhanced functionality to the user, but whether you allow a cookie to be placed on your device is up to the user.

SI uses third-party cookies to help us understand how visitors engage with our Website through collection of usage statistics. Some of these cookies are placed on your device by a third-party with which we contract to provide certain services. Blocking or deleting these cookies will not impact Website functionality. For details and to opt out, see Third-party Cookies.

Third-party Cookies

This Website incorporates content and services from other content providers (e.g. YouTube, Facebook, Google, Twitter) who, in turn, may use cookies and active components. SI has no influence on such processing of personal data by these content providers. Please note that the option provided by SI to configure settings for cookies use has no effect on cookies and active components from other content providers. Please refer to the respective content provider's websites for information about the use of cookies and how your data is handled.

Google Analytics

SI uses a tool called “Google Analytics” to collect information about use of this Website. Google Analytics collects information such as how often users visit this site, what pages they visit when they do so, and what other sites they used prior to coming to this site. We use the information we get from Google Analytics only to improve this site. Google Analytics collects only the IP address assigned to you on the date you visit this site, rather than your name or other identifying information. We do not combine the information collected through the use of Google Analytics with personally identifiable information. Although Google Analytics plants a permanent cookie on your web browser to identify you as a unique user the next time you visit this site, the cookie cannot be used by anyone but Google. Google’s ability to use and share information collected by Google Analytics about your visits to this site is restricted by the [Google Analytics Terms of Use](#) and the [Google Privacy Policy](#). You can prevent Google Analytics from recognizing you on return visits to this site by disabling cookies on your browser or by the following link: <https://tools.google.com/dlpage/gaoptout/>.

Social Media

SI may use social media plugins to enable a better user experience with the use of the Website

YouTube

SI uses the YouTube video platform operated by YouTube LLC, 901 Cherry Ave. San Bruno, CA 94066 USA. YouTube is a platform that enables playback of audio and video files. On some pages of the Website, the integrated YouTube player establishes a connection to YouTube in order to ensure the technical transmission of the video or audio file. When the connection to YouTube is established, data is transferred to YouTube. For information about the scope and purpose of data collection, the further processing and use of the data by YouTube and your rights and the settings you can configure to protect your privacy, please refer to the [YouTube Privacy Guidelines](#).

How Long We Keep Information

SI may retain your Personal Data as long as it is necessary for the purpose of fulfilling your request and may use it to provide you with additional information at a later time.

SI will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of the Website.

Transfer of Data

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

Your use of the Website under the SI Terms of Use followed by your submission of your personal information constitutes your unreserved agreement to this Privacy Policy in general and the transfer of data under this policy in particular.

SI will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

Security of Data

SI is committed to helping protect the security of your information. Electronic communication, particularly the Internet/E-mail, cannot be guaranteed to be 100% secure and SI cannot ensure the security of any personal information provided to us.

Service Providers

SI may employ third party companies and individuals to facilitate the Website, to provide the Website on our behalf, to perform website-related services or to assist us in analyzing how the Website is used ("Service Providers").

These Service Providers have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Links To Other Sites

This Website may contain links to other sites that are not operated by SI. If you click on a third party link, you will be directed to that third party's site. You're advised to review the privacy policy of each non-SI site you decide to visit.

SI has no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

Rights Under General Data Protection Regulation (GDPR)

If you are a citizen or resident of a member country of the European Union (EU) or the European Economic Area (EEA), you have certain data protection rights. SI aims to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data.

If you wish to be informed what Personal Data SI holds about you and if you want it to be removed from our systems, please contact us at dataprotection@stackpole.com.

In certain circumstances, you have the following data protection rights:

- **The right to access**, update or to delete the information SI has on you. Whenever made possible, you can access, update or request deletion of your Personal Data directly within your account settings section. If you are unable to perform these actions yourself, please contact us to assist you.
- **The right of rectification**. You have the right to have your information rectified if that information is inaccurate or incomplete.
- **The right to object**. You have the right to object to our processing of your Personal Data.
- **The right of restriction**. You have the right to request that SI restricts the processing of your personal information.
- **The right to data portability**. You have the right to be provided with a copy of the information SI has on you in a structured, machine-readable and commonly used format.
- **The right to withdraw consent**. You also have the right to withdraw your consent at any time where SI relied on your consent to process your personal information.

Please note that SI may ask you to verify your identity before responding to such requests.

You have the right to complain to a Data Protection Authority about our collection and use of your Personal Data. For more information, please contact your local data protection authority in EU or EEA.

Contact Us

If you have an access, correction, or deletion request, or questions or comments regarding this Privacy Policy, please contact SI at dataprotection@stackpole.com.

Changes To This Privacy Policy

SI may update this Privacy Policy from time to time. Such changes will be posted on this page. The effective date of such changes will be noted with an update to the "effective date" at the bottom of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Effective Date: 25-May-2018