

# Privacy Policy

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In the Opus Futura digital services and website, accessible from <https://www.opusfutura.com> and <https://www.opusfutura.is>, one of our main priorities is the privacy of our users. This Privacy Policy document contains types of information that is collected and recorded by Opus Futura and how we use it.

If you have additional questions or require more information about our Privacy Policy, do not hesitate to contact us at [hello@opusfutura.is](mailto:hello@opusfutura.is)

This Privacy Policy applies only to our online activities and is valid for users of our online services and website with regards to the information that they share and/or is collected in Opus Futura's digital services and website.

## Consent

By using our digital services and/or website, you hereby consent to our Privacy Policy and agree to its terms.

## Information we collect

When you sign up at our website and/or our digital services, we ask for your contact information, including items such as name, email address, and telephone number.

Other personal information that you provide, by filling out forms or uploading documents, you do by your own will to make full use of our services.

If you contact us directly, we may receive additional information about you in the contents of the message and/or attachments you may send us, and any other information you may choose to provide.

## How we use your information

We use the information you share with us, and/or we collect while providing our services, in various ways, including to:

- Understand and analyze how you use our digital services and/or website, to improve and personalize our digital services and website
- Communicate with you, including for customer service, to provide you with updates and other information relating to our services
- Send you emails or notifications regarding our services and your use of them
- Find and prevent fraud

## Cookie Policy

Cookies are small text files that are placed on your computer by websites that you visit. Websites use cookies to help users navigate efficiently and perform certain functions. Cookies that are required for the website to operate properly are allowed to be set without your permission. All other cookies need to be approved before they can be set in the browser.

We use the following type of cookies

- **Strictly necessary** - Allow core website functionality such as user login and account management. The website cannot be used properly without strictly necessary cookies.
- **Performance** - Used to see how visitors use the website, eg. analytics cookies. Those cookies cannot be used to directly identify a certain visitor.
- **Targeting** - Used to identify visitors between different websites, eg. content partners, banner networks. Those cookies may be used by companies to build a profile of visitor interests or show relevant ads on other websites.
- **Functionality** - Used to remember visitor information on the website, eg. language, timezone, enhanced content.

To manage cookies you can set your browser to refuse cookies, or to alert you when cookies are being sent. However, some parts of our website may not function properly without cookies.

## Log Files

Opus Futura follows a standard procedure of using log files. These files log visitors when they visit our websites and/or use our digital service. All hosting companies do this and is a part of hosting services' analytics. The information collected by log files include internet protocol (IP) addresses, browser type, Internet Service Provider (ISP), date and time stamp, referring/exit pages, and possibly the number of clicks. These are not linked to any information that is personally identifiable. The purpose of the information is for analyzing trends, administering the site, tracking users' movement on the website, and gathering demographic information.

## GDPR Data Protection Rights

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

- The right to access – You have the right to request 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 we correct any information you believe is inaccurate. You also have the right to request that we complete the information you believe is incomplete.
- The right to erasure – You have the right to request that we erase your personal data.

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 [hello@opusfutura.is](mailto:hello@opusfutura.is)