



# Cookie Policy

Version 3\_10.8.2022

## Who we are

- We are Contract Mill Oy, a Finnish company developing a document automation SaaS called Ment.
- We respect your privacy and we are committed to protect it.
- If there is anything you want to ask about your privacy, please email us at [info@ment-automation.com](mailto:info@ment-automation.com).

- Our official address: Otakaari 5, FI-02150 Espoo

- Business ID: 2776605-7

- Contact person:

Kaisa Kromhof, CEO

[kaisa@ment-automation.com](mailto:kaisa@ment-automation.com)

## Cookies in the website <https://ment-automation.com>

What?	<p>Cookies are strings of information that may be stored on your computer to recognise and track visitors. Information collected based on cookies can be connected to individual website visitors only based on the IP address, which we as such cannot (and do not want to) use to identify any specific persons.</p> <p>Performance cookies:</p> <ul style="list-style-type: none"><li>•MailChimp cookie for delivering the requested service, e.g. subscription to newsletter or submitting the Contact Us-form.</li><li>•Google Analytics cookie is used for analytics of our website.</li></ul>
Why?	We use cookies to run and improve our services and for marketing.
How?	<p>For running and improving our services we use Google Analytics, which is a service provided by Google Ireland Limited. For an overview of Google Analytics, please visit <a href="https://marketingplatform.google.com/about/analytics">https://marketingplatform.google.com/about/analytics</a></p> <p>For marketing we use MailChimp, an online marketing platform operated by The Rocket Science Group LLC. For an overview of MailChimp, please visit <a href="https://mailchimp.com">https://mailchimp.com</a>.</p>
Your rights	You can turn off cookies by changing your browser settings. Please note, that some of our website features may not function as a result.

## Cookies in application eu.ment-automation.com and us.ment-automation.com

<p>What cookies we collect:</p>	<p>Cookies are strings of information that may be stored on your computer to recognise and track visitors.</p> <p><b>OID:</b> Organization ID <b>SID:</b> Sessions ID <b>Next-i18next:</b> storing of language information</p>
<p>Why?</p>	<p>We use only necessary cookies to run and improve our services. We are not able to provide the service without these cookies.</p>
<p>How?</p>	<p>The OID and SID cookies we have developed ourselves and the next-i18next - cookie that we use is developed for NextJS framework that we use for you frontend application</p>

## How long we process the cookies

Cookies used in our website	We keep the cookies of website users max 1 year after collecting the data.
Cookies in our application	We keep the necessary cookies in our application as long as you use it. You can remove cookies from your browser at any time, but please note if you remove the cookies during usage, as a result the application will not work.

## Changes to this Cookie Policy

Reviews	We keep this Cookie Policy under regular review and place any updates on our website and in our application.
Advise	You are advised to review this Cookie Policy periodically for possible changes. Changes to this Cookie Policy are effective as of the date the changes are posted on our website or our application.
More information	You can find more information about our privacy practices in our Privacy Policy.
Last updated	This Cookie Policy was last updated on 10 <sup>th</sup> of August, 2022.

## Change log

Date	Version number	Changes made
25.3.2022	2.0	<ul style="list-style-type: none"><li>• Cloudflare user ID ().__cfduid) is no longer used in CM app and therefore removed from the policy</li><li>• Added app.usa.contractmill.com as the other application in addition to app.contractmill.com</li></ul>
10.8.2022	3.0	<ul style="list-style-type: none"><li>• Changed the name of the application from Contract Mill to Ment</li><li>• Changed the hostnames app.contractmill.com and app.usa.contractmill.com to app.eu.ment-automation.com and app.us.ment-automation.com</li><li>• Updated the visuals of the policy</li></ul>

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<https://ment-automation.com>

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