

## **Cookie Policy**

### What is a cookie?

Cookies are small text files which are sent to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies act as a memory for a website, allowing that website to remember your device on your return visits. Cookies can also remember your preferences, improve the user experience as well as tailor the adverts you see to those most relevant to you.

### How to refuse or withdraw consent to the use of cookies?

If you do not wish for cookies to be installed on your device, you can change the settings on your browser or device to reject cookies. For more information about how to reject cookies using your internet browser settings please visit the "Help" section of your internet browser. You can also go to [www.aboutcookies.org](http://www.aboutcookies.org) to find out more. Please note that, if you do set your Internet browser to reject cookies, you may not be able to access all of the functions of the site.

If you want to remove previously-stored cookies, you can manually delete the cookies at any time. However, this will not prevent the site from placing further cookies on your device unless and until you adjust the cookie setting of your Internet browser as described above.

If you do choose to disable cookies, this choice will only apply to the device you are using at the time. If you want to stop cookies being set on other devices, you will need to follow the relevant steps on each device.

### There are different types of cookies

#### First-party cookies:

These cookies are set by the website you are visiting. And only that website can read them.

#### Third-party cookies

These cookies are set by someone other than the owner of the website you're visiting. Our website may allow third-party cookies to be set by services that appear on it. These cookies are not in our control. For further information about how the third party uses cookies, please visit the relevant third party website.

You can change your browser settings to not to allow third parties to use cookies in this way by following the instructions as outlined above.

### Categories of cookies

#### Session cookies

Session cookies are only temporary. They allow website operators to link the actions of a visitor during a browser session. A browser session starts when a visitor opens a browser window and finishes when they close it. Once you close the browser, all session cookies are deleted.

#### Persistent cookies

Persistent cookies remain stored on a visitor's device for a set period of time specified in the cookie. They are activated each time that the visitor visits the website that created that particular cookie.

### Type of cookies

#### Essential cookies

Essential cookies are technical cookies that are required for the operation of our sites. Without essential cookies our sites cannot operate properly.

#### Analytical/Performance cookies

These cookies help to improve the performance of the website.

#### Functional cookies

These cookies usually allow the website to remember choices you make to give you better functionality and personal features.

#### Marketing/Advertising cookies

These cookies are used to provide marketing and specific tailored adverts to you. These cookies can be first and third party cookies.

### Usage of cookies:

We use cookies to ensure that we give you the best experience on our website.

To administer our websites and for various research purposes, we also have contracted with third-party service providers to track and analyse statistical usage and volume information from our website users.

We may change this Privacy Policy from time to time, and all changes will be effective at the time we post them.

## **Privacy Policy**

We are committed to protecting and respecting your rights to privacy and data protection and to complying with the provisions of all applicable data protection legislation and regulations.

This privacy policy sets out the uses and protection of any information that you give when you use this website. By using this website, you consent to the data practices described in this statement.

#### Details of the information we may collect:

- Personal identification such as name
- Contact information such as email addresses and telephone numbers
- Demographic information such as post code
- Employment and background data
- Information about your business/company
- Online identification such as, software used, browser, referrer URL, time of the server request, country code, language, hostname of the device, name and version of the operational system IP or other unique identifier. Generally, we do not link IP addresses to anything that can identify you personally, which ensures you can remain anonymous. However, we will attempt to use IP addresses to identify a user when we deem it is necessary to protect our services and other users.
- Info on how long a user spends on the site, page visits and related statistics
- We may compare the data with external sources

Any personal data we collect during registration or otherwise is designed to allow us to:

- personalise the site for you
- give you access to, and to provide you with, the right kinds of information related to your enquiry
- enable us to compile statistical information for regulatory or business purposes
- help keep our website safe and secure and help to prevent fraud
- comply with where we have certain legal obligations (for example law enforcement agencies, courts and other organisations)

We will not transfer your personal data to any third parties unless:

- we have your consent to do so
- the third party is our subcontractor or a member of our group of companies, who is processing personal data on our behalf securely and in accordance with our instructions or
- it is otherwise authorised under the General Data Protection Regulation.
- it is a regulatory body, court or law enforcement agency and we have a legal obligation

#### Third Party Sites:

Please be aware that some of the websites to which we provide links may collect personally identifiable information about you. We do and cannot control these sites and are not responsible for the content or practices of third party websites. Please consult the terms and conditions and Privacy Notice of the relevant third-party site to find out how that site collects and uses your information and to establish whether and for what purpose they use cookies.

#### Social Media

The website uses various social media sharing tools. These sharing tools allow you to share content through social networks such as Facebook or Twitter.

By using the website, you consent to our use of reCAPTCHA v3. The use of reCAPTCHA v3 is subject to the Google Privacy Policy (<https://www.google.com/intl/en/policies/privacy/>) and Terms of Use (<https://www.google.com/intl/en/policies/terms/>).

#### Data Retention

Any personal data that you give us will be treated with the utmost care and security. We will hold your personal information on our systems for as long as it is still used for the purpose stated when originally requested.

#### Age

Our services are not directed at people under the age of sixteen, and we request that they not provide us any Personal Data. We will erase any such data that is inadvertently provided or stored.

#### Your Rights

From 25 May 2018, in accordance with new EU data protection laws which will be in force from that date, you will have certain additional rights in respect of the information that we hold about you, including:

You have the right to withdraw your consent for our use of your information in reliance of your consent.

You have the right to object to our using your information on the basis of our legitimate interests.

You have the right to obtain an easily readable and transferable copy of any personal data that you provided to us pursuant to a consent or for performance of a contract.

You have the right to request that we update, correct, remove or delete all your personal data retained or used by it and to no longer store or otherwise process it.

We will respond to your request to exercise these rights without delay and within one month without charge.

In accordance with legislation we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive. Alternatively, we may refuse to comply with your request in these circumstances. We will try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made several requests. In this case, we will notify you and keep you updated.

If we are in doubt about your identity, when making the request we will need to request specific information from you to help us confirm your identity. This is to ensure your right to access your personal data or to exercise any of your other rights. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

You have the right to lodge a complaint about us to the UK Information Commissioner's Office or the relevant authority in your country of work or residence.

The Data Controller for all personal data collected by us is EFE International Ltd, 223 Regent Street, London W1B 2QD. Our Data Protection Officer may be contacted at: [dataprotgpr1@cmsreg.com](mailto:dataprotgpr1@cmsreg.com).

We may change this Privacy Policy from time to time, and all changes will be effective at the time we post them.

## **General Terms and Conditions**

The site is operated by EFE International Ltd. (We, us, our) The information contained in this website is for information purposes only.

The materials available through this website and any third party are provided on an "as is" and "as available" basis and without warranties or conditions of any kind either express or implied. We do not control in any respect any information, products or services offered by third parties on the service. You expressly agree that use of the service is at your sole risk.

In no event shall we and/or our respective suppliers, its affiliates, directors, employees or other representatives, be liable for damages of any kind, or any special, direct or indirect loss or consequential damages (including, without limitation, damages for loss of data, loss of income or profit, loss of or damage to property and claims of third parties) arising out of any action (whether based on contract, or otherwise) arising out of or in connection with the use or performance of information contained or products advertised in this site. Any price and availability information is subject to change without notice.

We make no warranty that the service will meet your requirements, nor that the service will be uninterrupted, timely, secure, or error free. We do not make any warranty or representation as to the use or the results that may be obtained from the use of the service. We make no warranty that defects in the software will be corrected or that this site or the server that makes it available is free of viruses or other harmful components. No advice or information, whether oral or written, obtained by you from us or through or from the service shall create any warranty not expressly stated therein. To the fullest extent permitted by applicable law, under no circumstances, including, but not limited to, negligence, shall we be liable for any direct, indirect, incidental, special or consequential damages, resulting from the use or the inability to use the service, from the cost of procurement of substitute goods and services, from any goods or services purchased or obtained or messages received or transactions entered into through or from the service, or from unauthorized access to or alteration of your transmissions or data, including but not limited to, damages for loss of profits, use, data or other intangibles.

The service contains links to other Internet sites, resources and members of the service. We are not responsible for the availability of these outside resources, or their contents, nor do we endorse, nor are we responsible for any of the contents, advertising, products or other materials on such sites. Under no circumstances shall we be liable for damages of any kind, or any special, direct or indirect loss or consequential damages (including, without limitation, damages for loss of data, loss of income or profit, loss of or damage to property and claims of third parties) arising out of any action (whether based on contract, or otherwise) arising out of or reliance on any content, goods or services available on such sites.

You agree not to resell the service or the use of or access to the service. You agree to indemnify, defend and hold harmless us and our parent, subsidiaries, affiliates, officers, and employees from any loss, liability, claim, demand, damage, or expenses asserted by any third party due to or arising from or in connection with your use of or conduct on the service. We reserve the right to change the Terms of Use at any time without notice. We reserve the right to modify or discontinue the service, temporarily or permanently, with or without notice to you. You agree that we shall not be liable to you or any third party for any modification to or interruption, suspension or termination of the service.

You agree that you will not submit or otherwise publish through this web site any information or material which infringes any intellectual property or other right of any entity or person; is in breach of any or violates any law in any country, or advocates any illegal activity. You agree that upon posting any material on the site or on submitting any editorials, you grant and assign us, our parents, subsidiaries, affiliates, and its successors a non-exclusive, worldwide, royalty free, perpetual, non-revocable

license under your copyrights or other intellectual property rights, if any, in such material, to use, distribute, display, reproduce, and create derivative works from such material in any and all media, in any manner, in whole or part, without any duty to account to you.

All orders for goods and services are subject to availability, and we reserve the right to refuse to supply to any individual/corporation without obligation to disclose details of its final decision or underlying reasons. Your dealings with, and interest in, promotions, goods and services, or merchants found on this site or via this site, unless explicitly stated by us, are solely between you and the person with whom you are dealing with. Should any dispute arise between you and them, we will not be responsible for any losses or damages that may arise from any such dealings.

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We reserve the right to make changes to these Terms and Conditions at any time. We also reserve the right to modify or discontinue the service, temporarily or permanently, without notice to you. You agree that we shall not be liable to you or any third party for any modification to or interruption, suspension or termination of the service.

If any provision of the Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of the Terms and Conditions and the remainder of the provision in question shall not be affected.

This Agreement is subject to English law and any dispute resulting from this agreement shall be submitted to the exclusive jurisdiction of the courts of England and Wales.