

## **PRIVACY POLICY**

This website is provided by KnowledgePoint360 Group. We take the privacy of our website users and the security of their personal information very seriously.

The purpose of this Privacy Policy is to set out the principles governing our use of the personal information which you give to us, or we obtain about you, via the web. By using this website, or (where applicable) by registering as a user of the on-line services that we provide, you agree to this use. We ask you to read this Privacy Policy carefully. Any dispute which may arise over privacy will be subject to this policy, any fair processing notice given to you, and the provisions of English law.

We may change our Privacy Policy from time to time. Therefore, we ask you to check this Privacy Policy occasionally to ensure that you are aware of the most recent version which will apply from the time you access this website. We will of course notify you of any changes where we are required to do so.

## **DESCRIPTION OF THE INFORMATION WE COLLECT AND HOW WE USE IT**

### **1 Aggregate Information**

In common with many commercial organizations, we monitor the use of this website by collecting aggregate information through the use of cookies (see below). Typically, we collect information about the number of visitors to the website, to each web page, and the originating domain name of the visitor's Internet Service Provider. This information is used to understand the visitor's use of the website and may be shared with other companies within the KnowledgePoint360 Group and with other third parties.

### **2 Personal Information**

If you are required to register in order to use this website or to otherwise complete an on-line application form (e.g. to obtain e-mail updates), then we will collect personally identifiable information about you, such as your name, e-mail address, country of residence and other information which you voluntarily submit.

We intend to continue improving the content and functionality of our website. Therefore, we may collect information about how you in particular use this website through the use of cookies (and other similar technologies) (see below). We may also monitor customer traffic patterns and site usage to help us to improve the design and layout of our site, personalize your experience by tailoring the content you see, thus optimizing your user experience.

We may also perform statistical analysis on our members' accounts to determine, among other things, how many of them are active, how frequently they are used and how many of our other websites you are registered with.

We may also obtain information about your opinions if, for example, you send us feedback, or ask us questions.

We may also, occasionally, receive information about you from other sources (such as third parties or other companies within the Group) which we will add to the information that we already hold about you in order to help us improve and personalize our service to you.

If you provide us with information about another person e.g. a colleague of yours, you confirm that they have appointed you to act for them, to consent to the processing of their personal data, including sensitive personal data, and that you have informed them of our identity and the purposes (as set out in this Privacy Policy) for which their personal data will be processed.

We may disclose personal data in order to comply with a legal or regulatory obligation.

You consent to our transferring your information to countries or jurisdictions which do not provide the same legal level of data protection as your home country. If we do make such a transfer, we will ensure that your information is appropriately protected.

### **OPTING OUT OF FURTHER COMMUNICATIONS FROM US**

If you have elected to receive information about our products or services, or those of other KnowledgePoint360 Group companies, and you wish to opt out of receiving such information, then you can do so by sending an e-mail to [webmaster@kp360group.com](mailto:webmaster@kp360group.com) You should clearly state on all communications: your name, username (if any), registration details (if any) and the name of this website.

### **HOW WE PROTECT YOUR INFORMATION**

We have in place appropriate security policies which are intended to ensure, as far as possible, the security and integrity of all our information, including your personal information.

### **USE OF COOKIES**

Below is a summary of our use of cookies; for a fuller explanation of what a cookie is please visit "[aboutcookies.org](http://aboutcookies.org)".

In general terms, cookies are small text files which are sent to your web browser and stored on your computer's hard disk. Cookies act as a memory for a website, allowing that website to remember your computer on your return visits. This is particularly important for websites that require you to sign in as it speeds up your access. We use both session cookies (which exist only until you close your web browser) and persistent cookies (which exist for a longer, specified period of time).

The majority of web browsers accept cookies, but you can usually change the web browser's settings to refuse new cookies, disable existing ones or simply let you know when new ones are sent to your hard disk. However, please be aware that, if you refuse or disable cookies, some of the website's functionality may be lost.

If you want to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies. If you want to stop cookies being stored on your computer in future, please refer to your browser manufacturer's instructions by clicking "Help" in your browser menu. Further information on deleting or controlling cookies is available at "[aboutcookies.org](http://aboutcookies.org)".

### **IMPROPER CONDUCT**

We may use the information we gather and/or receive about you to investigate and help prevent unlawful activity or activity that threatens our network or otherwise jeopardizes the provision of this website, and we may disclose such information to third parties (such as the police) for these purposes.

### **ACCESS AND CORRECTIONS**

If we process personal information about you, then you have a right under data protection law to request access to that personal information (for which we may charge a small fee).

You also have a right to require any inaccuracies in your information to be corrected free of charge. You can ask us to modify your details by sending an e-mail to [webmaster@kp360group.com](mailto:webmaster@kp360group.com)

Please state your name, username (if any), registration details (if any) and the name of this website clearly on all communications.

### **OTHER INFORMATION**

You should note that if our business (or any part of it) is sold or transferred at any time, the information we hold may form part of the assets transferred, although it will still only be used in accordance with this Privacy Policy.

For quality control and training purposes, we may monitor or record your communications with us.

### **HOW TO CONTACT US**

If your personal details change, if you change your mind about any of your marketing preferences or have any feedback and questions on this Privacy Policy, please send an e-mail to [webmaster@kp360group.com](mailto:webmaster@kp360group.com)

References to "KnowledgePoint360", "Group", "we", "us" and "our" are references to KnowledgePoint360 Group LLC and its affiliates. A full list of agencies and locations where KnowledgePoint360 group operates is available at <http://www.knowledgepoint360.com>