

Cookie & Privacy Policy of Nicholas Hall Group of Companies

Nicholas Hall Group of Companies is committed to protecting the online privacy of our visitors' personally identifiable information. To better protect your privacy online, this statement explains our online information practices at this website.

Cookies

To enhance your experience with our site, we may use “cookies.” Cookies are text files that may be stored in your computer's browser (i.e. in memory for the duration of the active session) or on the user's hard drive by the software we use on our network of sites to store your preferences and perform other administrative functions. We use cookies to understand site usage and to improve the user experience, create personalised offerings, to manage shopping carts in online stores and improve the content and offerings on our network of sites. Some of our software vendors use cookies for purposes that may be different from those stated in our Privacy Statement, and our Privacy Statement does not cover our software vendors' collection and use of your information by way of cookies in connection with our network of Websites.

Cookies Law Explained

The **Cookie Law** is a new piece of privacy legislation that requires websites to obtain **consent** from visitors to store or retrieve any information on a computer or any other web connected device, like a smartphone or tablet.

It has been designed to protect online privacy, by making consumers aware of how information about them is collected by websites, and enable them to choose whether or not they want to allow it to take place.

It started as an EU Directive that was adopted by all EU countries on May 26th 2011. At the same time the UK updated its Privacy and Electronic Communications Regulations, which brought the EU Directive into UK law.

There was a one year grace period in the UK, which ran out in May 2012.

Each EU member state has done or is doing the same thing. Although they all have their own approach and interpretation, the basic requirements of the directive remain the same. For more information, go to <http://www.cookie-law.org/the-cookie-law.aspx>.

Retention Period

We will retain your Personal Information for the period necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is required or allowed by law.

Personal and Non-Personal Information

We may collect the following types of personally identifiable information at this website: name, postal address, email, telephone number and your request. We also may collect additional information, including credit card and other billing information, when you register to purchase products and services available through our network of website.

We use this information to enable you to purchase and/or subscribe to our products and services online, to enable delivery of products and services to you online, to process payments for purchase of products and services online, to respond to your requests and inquiries, which include providing you with our product and service updates, to enable you to participate in surveys or questionnaires posted on our website, and to provide you with opportunities to learn about other products, programs, or services that we believe may be of interest to you. We may also use this information to allow you to send messages to a friend through the website. By using this functionality, you are telling us that you are entitled to use and provide us with your friend's name and email address. Generally speaking, we do not share personally identifiable information with unrelated third parties who are not covered by this privacy statement without your prior permission.

Recruitment Services At the Recruitment section of our site under OTC TalentSelect, visitors can submit resume information, enabling individuals to express their interest in finding employment in the industry. OTC TalentSelect will handle all applications and enquiries confidentially. As part of the recruitment service, OTC TalentSelect uses LinkedIn which will follow the same ethos. Nicholas Hall Group of Companies cannot however take responsibility for LinkedIn's handling of information.

Email Nicholas Hall Group of Companies and/or its affiliates occasionally send e-mail and promotional notifications to users of its network of sites, products and services. Nicholas Hall Group of Companies may also engage third-party vendors to act on our behalf and administer our e-mail services, which would require disclosure of the email address you provided to Nicholas Hall & Company to such vendors, acting on our instructions. We may use this information in the aggregate to analyse the effectiveness of our e-mail and promotional notifications and site usage, either by Nicholas Hall Group of Companies, or through our third-party e-mail provider. If you wish to discontinue receipt of e-mail or promotional notifications from Nicholas Hall Group of Companies, please contact the Nicholas Hall & Company customer service team at info@NicholasHall.com, with the word "unsubscribe from the email list" in the subject line to be removed from our promotional mailing lists.

Non-Personally Identifiable Information We may collect certain non-personally identifiable information about our visitors when you visit many of our Web pages.

How We Collect and Use Non-Personal Information We and our third party service providers may collect Non-Personal Information in a variety of ways, including:

Through your browser Certain information is collected by most browsers, such as your Media Access Control (MAC) address, computer type (Windows or Macintosh), screen resolution, operating system version and Internet browser type and version.

Using pixel tags, web beacons, clear GIFs or other similar technologies These may be used in connection with some Site pages and HTML-formatted email messages to, among other things, track the actions of Site users and email recipients, measure the success of our communications and compile statistics about Site usage and response rates.

From you Information such as your location and industry, as well as other information, such as your preferred means of communication, is collected when you voluntarily provide this information. Unless combined with Personal Information, this information does not personally identify you or any other user of the Site.

By aggregating information Aggregated Personal Information does not personally identify you or any other user of the Site, (for example, we may use Personal Information to calculate the percentage of our users within a particular geographic region).

Because Non-Personal Information does not personally identify you, we may use and disclose Non-Personal Information for any purpose. In some instances, we may combine Non-Personal Information with Personal Information (such as combining your name with your geographical location). If we combine any Non-Personal Information with Personal Information, the combined information will be treated by us as Personal Information as long as it is combined.

We use the non-personally identifiable information that we collect to improve the design and content of our site and to enable us to better personalise your Internet experience. We also may use this information in the aggregate to analyse site usage.

Legal Process and Outside Parties We may disclose information we maintain in response to legal proceedings, for example, in response to a court order or a subpoena. We also may transfer information about you if we are acquired by or merged with another company.

Links

Our network of sites contain links to other websites whose information practices may be different from ours. Visitors should consult the other sites' privacy notices as we have no control over information that is submitted to, or collected by, these third parties, and our Privacy Statement does not cover activities occurring at other websites.

Security

We have appropriate security measures in place to prevent unauthorised access to the information that we collect online.

Terms of Use

This Privacy Statement is part of, and subject to, the Terms and Conditions applicable to products, services and activities available through www.NicholasHall.com.

Contact Us

If you have any questions regarding this statement or would like more information on our privacy practices, please contact us at info@NicholasHall.com.