

## **Privacy policy**

We are committed to protecting your privacy during your visits to our website and recognise our responsibility to hold your information securely and confidentially.

### **Website Privacy policy**

The data controller collecting the data described herein is **HADIGY LIMITED** (HADIGY), a private limited company incorporated in the United Kingdom. Personal data collected by HADIGY may be transferred to other individuals within HADIGY, where it is necessary to meet the purpose for which the visitor has submitted the information. By submitting data on HADIGY's Website, the visitor is providing explicit consent to trans-border transmission of data collected on the Web site for the fulfilment of their voluntary requests.

### **Data collection**

We collect only personally identifiable information that is specifically and voluntarily provided by visitors to HADIGY's Website. HADIGY receives limited identifiable information, such as name, title, address, email address, and telephone and fax numbers, from Website visitors. Typically, identifying information is collected to:

- Register for certain areas of the site
- Inquire for further information
- Distribute requested reference materials
- Submit CVs

Demographic information, including gender and occupation, is only sought for analysis of our customer profile purpose. It is HADIGY's policy to limit the information collected to only the minimum information required to complete a visitor's request. In any instance where non-mandatory information is sought, the Website visitor will be notified of this at the point of collection.

Most publications are provided as downloads, visitors would not have the opportunity to purchase HADIGY's publications. Visitors are also able to send email through the site. Their messages will contain the user's screen name and email address, as well as any additional information the user may wish to include in the message. Because we use the Web site as a recruiting tool, a visit to the Web site may also result in the user sending a resume to an individual within HADIGY.

HADIGY's intention is not to seek any sensitive information through our Web site unless legally required for recruiting purposes. Sensitive information includes a number of types of data relating to: race or ethnic origin; political opinions; religious or other similar beliefs; trade union membership; physical or mental health; sexual life or criminal record. We suggest that you do not provide sensitive information of this nature. If you do wish to provide sensitive information for any reason, HADIGY accepts your explicit consent to use that information in the ways described in this privacy statement or as described at the point where you choose to disclose this information.

## Use of data

A user may choose to provide personal information in the following examples:

- Seeking products or services from HADIGY
- Submit resumes or work history information
- Participate in "join our mailing list" initiatives
- Participate in bulletin boards, discussion or message forums
- Contact us for further information
- Enter Benchmarking Surveys
- Register for events and conferences
- Register for premium online services

Information attained by the site is used only for the intended purpose stated at the time that the information is collected. This data is not shared with other entities or shared with a third party, unless otherwise disclosed at the point of collection. If there is an instance where such information may be shared, the visitor will be asked for permission beforehand.

HADIGY makes every practical effort to avoid excessive or irrelevant collection of data. If a visitor believes the site has collected excessive information, we encourage the visitor to contact us at [privacy@hadigy.com](mailto:privacy@hadigy.com) to raise any concerns.

Except for the mailing list initiative described above, where visitors explicitly choose to receive specific HADIGY 's marketing or other materials, HADIGY will not use personal data collected from our Web sites to facilitate unsolicited marketing activities.

## Cookies

Cookies are small text files placed on your computer and are commonly used on the internet. We use them to:

- collect anonymous information that will help us understand visitors' browsing habits on our website;
- compile statistical reports on website activity, e.g. number of visitors and the pages they visit;
- temporarily store any information which you may enter in tools, such as demonstrations on our website;
- remember information about you when you visit our site. We may need to do this to provide some of our services.

We use two types of cookie:

- **Session cookies** - These are temporary and are deleted as soon as you close your browser.
- **Persistent cookies** - These are stored on your computer until they expire or you remove them. For example, a persistent cookie may be used to remember that we have previously

asked a visitor to complete an online survey. This would prevent the same you from being asked to complete the same survey every time you visit the site.

We do not use cookies to track your use of the internet after the user leaves our site, nor do we store any personal information in them that others could read and understand.

## **Managing cookies**

You can usually configure your internet browser to warn you each time a new cookie is about to be stored on your computer so that you may make a decision whether to accept or reject it.

Please refer to your internet browser's help section for specific instructions.

## **Further information about cookies**

The **Interactive Advertising Bureau** is an industry body that has produced a series of web pages which explain how cookies work and how they can be managed.

## **Third parties**

It is HADIGY's policy only to disclose information to third parties under the following circumstances:

- As required by law through subpoena, search warrant or other legal process
- When explicitly approved by the visitor or requested by the visitor
- When required to deliver publications or reference materials requested by a visitor
- When required to facilitate conferences or events hosted by a third party

HADIGY's policy is to disclose information to third parties upon visitors submitting their requests (e.g. when becoming a customer, ordering a publication - we display the party fulfilling the order).

HADIGY's Web sites do not collect or compile personally identifying information for dissemination or sale to outside parties for consumer marketing purposes, or host mailings on behalf of third parties.

## **Data retention**

Information collected from visitors to the site will only be kept in order to provide the required service. Once the service has been completed all information will be destroyed in accordance with HADIGY's data retention policies. Should you require your information to be updated, amended or deleted from our records please contact us outlining your requirements.

## **Access**

Visitors who choose to register with our website may access their user profile, correct and update their details, or unsubscribe at any time. Visitors who have any problem accessing their profiles, or would like to request a copy of their personal information should contact us. We will treat requests to access information or change information in accordance with applicable legal requirements.

## **Security**

HADIGY has implemented generally accepted standards of technology and operational security in order to protect personally identifiable information from loss, misuse, alteration or destruction. All HADIGY employees follow a network-wide security policy. Only authorised HADIGY personnel are provided access to personally identifiable information and these employees have agreed to ensure confidentiality of this information. HADIGY's policy is to use secure socket layer technology for the protection of credit card information submitted through web forms. This policy is also required for any fulfilment agents of our firms.

## **Children**

HADIGY understands the importance of protecting children's privacy especially in an online environment. This privacy statement is not intended for use by children and we do not knowingly collect or maintain information about children.

## **Modifications**

HADIGY reserves the right to modify or amend this Statement at any time. If changes to the statement are made, please note that it may take up to 30 business days before new privacy practices are implemented. Check this page periodically if you would like to monitor changes.

[Approved by the Board of Hadigy Limited](#)