

Harwood Security and Training Consultancy (“HS and TC”) is committed to respecting the privacy of our customers and protecting any personal or sensitive commercial information that you choose to share with us. As part of this, we have posted this policy to help you understand what information we may collect from you and how we handle that information.

Personal Information

Personal information means any data or information (or combination of information) that may be used to identify an individual, for example, a first and last name, an e-mail address, a home, postal or other physical address, telephone number, etc. You may browse our website without sharing any personal information about yourself.

HS and TC only collects visitor personal information when the visitor chooses to give it to us by registering with the site, “opting in” to our e-mail or when you submit your personal information to HS and TC for any other reason. The personal information requested by HS and TC may include a first and last name, e-mail address, home postal or other physical address or telephone number.

How We Use Personal Information

HS and TC uses the information you provide for internal purposes, such as to fulfill your requests for information about certain HS and TC products and services and to keep you up to date on the latest product or service announcements or other information about HS and TC we think you would like to hear about. HS and TC also reserves the right to use e-mail addresses to inform visitors of site emergencies, outages or other problems, unless the visitor specifically requests to not receive these messages. You can opt-out of receiving communications from us at any time by following the instructions listed under the section entitled “Opt-Out.”

Your personal information is never shared outside HS and TC without your permission, except HS and TC may send your personal information to other companies or people under any of the following circumstances:

- (i) when we have your consent to share the information;
- (ii) when we need to share your information to provide the product or service you have requested;
- (iii) when we need to send the information to companies who work on behalf of HS and TC to provide a product or service to you (we will only provide those companies the information they need to deliver the service, and they are prohibited from using that information for any other purpose);
- (iv) or when we want to keep you up to date on the latest product or service announcements, or other information we think you would like to hear about either from us (unless you have opted out of these types of communications). We may also disclose your personal information if required to do so by law, to another entity in connection with a sale, merger, transfer, exchange or other

disposition (whether of assets, stock or otherwise) of all or a portion of our business, to protect and defend our rights, property, and this Site, to enforce our Terms and Conditions, or to act in urgent circumstances to protect personal safety or the public.

Opt-Out

If we ever send you information by e-mail, we will provide you with an e-mail address by which you may request no future notices. Users may also opt-out of receiving future mailings by sending an e-mail to info@hsandtc.com

Cookies and Tracking Technology

Cookies are pieces of information transferred to your hard drive when you visit our Site that automatically identify your browser to our server whenever you interact with our Site. A cookie cannot read data off your hard disk or read cookie files created by other websites. HS and TC may use "cookie" technology to improve visitors' online experience. HS and TC may also collect information utilising methods such as "refers", IP addresses, and environment variables. The environment variables HS and TC gathers include time, type of Web browser being used, the operating system/platform, and CPU speed. This information is used in identifying broad demographic trends and may be used to provide information tailored to an individual visitor's interests. We do not extract information about individual users or their computers during this process. We may monitor a visitor's use of the Site, and use or disclose any information gathered as part of our evaluation of the service to satisfy any law, regulation or other government request, and to operate the service properly and efficiently.

Most browsers are initially set to accept cookies but can be configured to refuse cookies or warn you before cookies are placed on your computer. If you refuse cookies, you may not be able to take full advantage of the Site. In particular, you may be required to accept cookies in order to complete certain actions on our website. You do not need to have cookies turned on, however, to use our website.

Data Security

HS and TC takes reasonable efforts to protect the security of the data you send us with physical, electronic, and managerial procedures. While we strive to protect your personal information, we cannot ensure the security of the information you transmit to us, and encourage you to take every precaution to protect your personal data when you are on the Internet.

Children's Privacy

Our Site does not target and is not intended to attract children under the age of 13. HS and TC does not knowingly solicit personal information from children under the age of 13 or send them requests for personal information.

Links to Third Party Sites

The Site may contain links to websites operated and maintained by third parties, over which we have no control. Privacy policies on such linked sites may be different from our privacy policy. HS and TC does not maintain any responsibility for information given to one of our partner sites. Should a visitor be asked for information on a site, whether it be through a banner or another link on the site, we strongly recommend such visitor read the privacy policy at that site before providing any information.

Changes to this Privacy Policy

We reserve the right, at any time and without notice, to add to, change, update or modify this Privacy Policy, simply by posting such change, update or modification on the Site. Any such change, update or modification will be effective immediately upon posting on the Site. We encourage you to periodically review this Privacy Policy in order to keep apprised of our current privacy practices.