#### PRIVACY POLICY STATEMENT

Expert Systems Limited ("Expert Systems") is committed to protecting the privacy of the personal data we hold. To ensure that you can make informed decisions and feel confident about providing your personal data to us, we outline in this notice our practices and the choices you have concerning the collection and use of your personal data.

## Use of personal data collected through this website

The types of personal data we collect through this website or from your enquiries may include (without limitation) email alert, your participation in surveys, ask a question in FAQs section and your enquiries. The types of personal data may include (without limitation) your personal information (e.g. your name and gender), your contact information (e.g. telephone numbers, email addresses), your business information (e.g. organization name, job title, region), your comments, information when you use our website or other services or products (e.g. behavioural information, location information, browser details, IP addresses).

#### **Cookies**

Some of the web pages on this website contain "cookies" to enhance your experience of this website. Cookies are text files placed in your computer's Internet browser to store your preferences. Cookies, by themselves, do not provide your e-mail address or other personal data. Expert Systems only obtains this information when you choose to provide it to the website. However, once you choose to furnish the website with your personal data, such data may be linked to data stored in the cookie. You may refuse to accept cookies by modifying the relevant Internet options or browsing preferences of your computer system, but to do so you may not be able to utilize or activate certain available functions in our website. Our website may bar users who do not accept cookies.

Within our website cookies are used to track the use of and monitor traffic on our website, as well as to improve, customize and enhance your browsing experience, for example:

### Functional cookies:

Website Function	Type of Cookies	Description
Email This Page	PHPSESSID	Stores browser Session ID
Email Alert	PHPSESSID	Stores browser Session ID

# Third party cookies:

Website Function	Type of Cookies	Description
Google Analytics	atuvc,atuvs, _ga, _gid	Tracks web analytic behavior

<sup>-</sup> For details of 'Google analytics' cookies usage, please click here.

# Third party cookies

Our Website has embedded third party features that provide you with a better browsing experience. Pages with these embedded features may present cookies from feature providers. We do not collect information from these cookies and do not control the dissemination of these cookies. These cookies or similar technologies are owned and controlled by third parties, and therefore the third parties – and not Expert Systems – are responsible for their use. As such, we cannot guarantee that we have listed every cookie or similar technology you might get from a third party since a third party could change them at any time as their needs change. You should check the relevant third party website for more information about these.

## Manage cookies

Find out how to manage your cookies using the most popular browsers below.

# Microsoft Edge

https://support.microsoft.com/en-us/microsoft-edge/delete-cookies-in-microsoft-edge-63947406-40ac-c3b8-57b9-2a946a29ae09

#### Firefox

https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer?

Google Chrome

https://support.google.com/chrome/answer/95647?hl=en

Safari

https://support.apple.com/en-gb/HT201265

### Social media cookies

Expert Systems is active on a range of social media platforms. We have no control over the use of cookies on these third party sites. Please follow these links for more information on the privacy policies of the individual social media sites:

- Facebook
- LinkedIn
- Twitter
- <u>YouTube</u>

## Disclosure and transfer of personal data

In case where we do collect personal data from you, we may transfer, disclose, grant access to or share your personal data with third parties. These third parties may include (without limitation) the following:

- any agent or third party service provider who provides administrative, data processing, computer, or other services to or support the operation of Expert Systems's website;
- when required to do so by law, for example, in response to a court order or requests from law enforcement agencies or regulatory authorities;
- any actual or proposed assignee or purchaser of all or any part of the business and/or asset of Expert Systems.

#### **Data retention**

Subject to any legal, statutory, regulatory or accounting requirements, the personal data you provide to us will be kept by us in the appropriate form only for as long as is necessary to fulfil the purposes mentioned above after which it will be destroyed.

### **Data security**

Expert Systems will take various practicable steps to ensure the security of the personal data and to avoid unauthorised or accidental access, erasure or other use. This includes physical, technical and procedural security methods, where appropriate, to ensure that the personal data may only be accessed by authorised personnel.

Expert Systems uses an industry standard for encryption over the Internet known as Secure Socket Layer (SSL) protocol, to protect the personal data.

Our website have firewalls in place, which should protect the personal data collected from you against unauthorised or accidental access.

### **Internet security**

The web server that hosts this site is not used to store personal information of any kind.

Any personal information that you do provide is stored on a separate and secure database server within the Expert Systems' firewall. There is no direct link between this database server and the internet and access is strictly limited to internal IT staff and authorised site administrators only.

Access to certain areas of the site is limited to specific registered user groups only. Registering as an accepted applicant or active is restricted; we will verify your status before granting a user account of this type. If your status changes then your user account may be withdrawn or downgraded to 'general visitor' without further notice.

Whilst we do not directly track or record your usage of this website, in the event that we become aware that site security has been compromised as a result of external activity (including but not limited to external security attacks) we shall take reasonable measures which we deem appropriate. This includes but is not limited to internal investigation and reporting, and notification to and cooperation with law enforcement authorities.

This privacy policy may not apply to you if we believe you are misusing the website or if we are required to disclose information by a court of law or other relevant body.