Last Revised: [date ….]

This "Cookie Policy" supplements the information set out in our Privacy Notice, and describes the different types of Cookies (as defined in Section 1 below) we use in connection with our Services

1. "Cookies" Explained and Why They are Used

Cookies are small data files that are placed on your computer or mobile device that are set by us or by third parties when you visit a website or other online service. We use Cookies for purposes such as to provide content or features on our Services, to help us remember you and your preferences, and improve your user experience by making our Services more efficient and relevant to you.

We also use a range of technologies similar in function to the traditional cookies described above, such as, such as pixel tags, also called web beacons or single-pixel tags/gifs, local or web storage, and embedded scripts. Web beacons, or "clear gifs," and single-pixel tags/gifs, or web tags, are tiny graphics with a unique identifier placed on a website or in an email that gather information about your interaction with that website or email. Because of their small size, they are not visible. An embedded script is a programming code that is designed to collect information about your interactions with the Services, such as the links you click.

We use the term "**Cookie**" throughout this Cookie Policy to cover all these technologies mentioned above.

2. Types of Cookies

Session and Persistent Cookies

- *Session Cookies* - A session Cookie is temporary and enables you to move from page to page on our Services and allows information that you enter to be remembered. A session Cookie is deleted when you close your browser or after a short time.
- *Persistent Cookies* - A persistent Cookie stays in your browser and will be read by us when you return. A persistent Cookie helps us recognize you as an existing user, so it is easier for you to return and interact with our Services.

First and Third Party Cookies

- *First-party Cookies* - First-party Cookies are directly stored by the website (or domain) you visit. First-party Cookies may be set either by us or by a service provider at our request.
- *Third-party Cookies* - Third-party Cookies are created by domains that are not the website (or domain) that you are visiting. These are usually placed on a website through adding scripts or tags. A third-party Cookie is accessible on any website that loads the third-party server's code.

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3. What Types of Information do Cookies Collect?

Cookies collect different types of information depending on the type of Cookie and its purpose. Some examples of information that may be collected by Cookies when you use our Services include:

- The pages you visit within our Services;
- The buttons you click on our Services;
- The date and time you visit our Services;
- The amount of time you spend on our Services;
- The Internet Protocol ("IP") address used to connect your computer/mobile phone to the internet; and
- Your device (such as computer, mobile phone) and connection information such as your browser type and version and operating system.

4. The Categories of Cookies Used

We, or third parties acting on our behalf, uses the types of Cookies identified above in the following ways:

- **Strictly Necessary** – These Cookies are essential because they enable our Services to work properly, and they cannot be disabled. Without these Cookies, some of our Services cannot be provided. These Cookies do not gather information about you for marketing purposes. For example, Strictly Necessary Cookies are used to:
  - o Track consents across the website domain.
  - o Remember information that you fill in when performing certain activities on our Services.
  - o Pass information from one page to the next, for example when filling out support forms.
  - o Provide the Services according to your preferences.
  - o Read your browser and device settings to optimize the display of our Services.
  - o Locate and identify misuse of the Services.
  - o Load our Services uniformly to maintain accessibility.
  - o Authenticate users and prevent fraud.
- **Functional Cookies** -- These Cookies allow the website to remember choices you make (such as your username, language or the region you are in) and provide enhanced, more personal features. These Cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customize. The information these Cookies collect may be anonymized and they cannot track your browsing activity on other websites. For example, we use Functional Cookies to:
  - o Provide you a personalized experience, such as remembering how you have customized our Services.
  - o Remember information that you fill in when performing certain activities on our Services.
  - o Store your preferences such as language.

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- **Performance/Analytics Cookies** -- These Cookies collect information about how visitors use and interact the Services and the performance of our Services, for example, which pages visitors go to most often, the content you view, the rate you engage with the content, what websites you visit immediately before and after visiting our Services, your system and some geographic information, and any error messages from issued when accessing or interaction with the pages or functionality within our Services. This category does not include Cookies used for behavioral/targeted advertising networks. For example, Performance/Analytics Cookies are used by us to:
  - o Maintain, operate, and continually improve the Services.
  - o Keep track of the number of visitors to the pages within our Services.
  - o Keep track of the length of time that each visitor spends on the pages within and/or the features of our Services.
  - o Determine the order in which a visitor visits the various pages or features of our Services.
  - o Determine the website a visitor was at before navigating to our Website and the website a visitor is going to immediately after leaving our Website.
  - o Identify performance issues with our Services.
  - o Assess which parts of our Services need improvement.
  - o Obtain information from our email newsletters or other communications we send to you, including whether you opened or forwarded a newsletter or clicked on any of its content, which tells us about our newsletters' effectiveness and helps us ensure that we're delivering information that you find interesting.
- **Targeting/Advertising Cookies** – These third-party Cookies are used to deliver advertisements that are more relevant to you and your interests. They are also used to limit the number of times you see an advertisement as well as help measure the effectiveness of advertising campaigns. Targeting/Advertising Cookies are usually placed by advertising platforms that work with other organizations to deliver personalized experiences to you. Targeting/Advertising Cookies utilized on our Website may be used to:
  - o Advertise our products and services across the Internet.
  - o Track the performance and efficacy of our advertisement campaigns (for example, keeping track of how many visitors click on the advertisement or how you interact with the advertisements that we serve).
  - o Improve reporting on campaign performance.
  - o Tailor our marketing to better suit your needs and only display ads that are relevant to you.
  - o Keep track of which advertisements you have already been shown so that you are not always shown the same ones.

6. How to Manage Your Cookie Preferences

Where required by applicable law, we will obtain your consent prior to setting Cookies (except for strictly necessary Cookies). Most web and mobile device browsers automatically accept Cookies, but if you prefer, you can change your browser to prevent that or to notify you each time a Cookie is set.

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To learn more about Cookies, including how to manage Cookies and opt-out of Cookies being placed on your device, please visit http://www.allaboutcookies.org/manage-cookies/index.html.

While tracking is widespread over the internet, there are things you can do to minimize these activities with respect to browser Cookies.

Browser Settings & Do Not Track Preferences:

- _Browser Settings_: You may alter the Cookie settings in your browser settings at any time. Some browser providers offer comprehensive help relating to cookie management in their products. You may elect to accept all or only certain Cookies. If you disable Cookies in your browser settings, however, you may find that certain portions or functionality of the Services will not work.
- _Do Not Track Preferences:_ You may turn on the Do Not Track ("_DNT_") setting in your browser, which will enable your browser to send a special signal to websites, analytics companies, plug in providers, and other web services you encounter while browsing to stop tracking your activity. To turn on your DNT signal, please visit https://allaboutdnt.com/#adjust-settings. Please note that not all companies will respond to or honor DNT signals and we do not process or respond to web browsers' "do not track" signals or other similar transmissions that indicate a request to disable online tracking of users who use the Services.

Web Beacons and Pixels: You may avoid web beacons and pixels by disabling the functionality that allows remote images to load in your email account and refraining from clicking on any links in email messages.

Mobile Identifiers: On your mobile device, your operating system may provide you with additional options to opt out of interest based advertising or to otherwise reset your mobile identifiers. For example, you may use the "Limit Ad Tracking" setting (on iOS devices) or a setting to "Opt out of Interest-Based Ads" (on Android) which allows you to limit the use of information about your use of apps for purposes of serving ads targeted to your interest.

7. Modifications to this Policy

We reserves the right to amend this Cookie Policy at any time and without notice. The updated and amended Cookie Policy will be effective upon posting. When we make material changes to this Cookie Policy, we'll provide you with prominent notice e.g., by displaying a prominent notice on our Website. If you do not agree to the revised Cookie Policy, you should alter your preferences, or consider ceasing use of the Services. By continuing to access or make use of the Services after the changes become effective, you agree to be bound by the revised Cookie Policy.