# NOVO Leadership International Ltd / Subsidiaries / Brands - Privacy Policy

NOVO Leadership International Ltd ("We" "Us") will obtain personal data and information from you when you contact us, and enquire about our services on all company, subsidiary and branded websites ("Site"). This Privacy Commitment sets out how we will use your personal data.

When we collect your personal data through this site, we will give you a data protection notice (set out below), which sets out the way in which we process personal data.

#### Information collected

We collect information from users who register with us, enquire about services via our contact and newsletter form or volunteer their information through our live chat facility. Website usage information is collected using cookies, see cookies policy for more details.

#### How we use your information

We collect data about you to process and complete orders, manage your account and contact you regarding any services you have enquired about or marketing material you have opted to receive.

We use the data collected from this website to help provide a better use experience for returning customers. NOVO Leadership International Ltd will not share data collected from this website with any third-party.

#### **Marketing Material**

If you have opted to receive any marketing materials NOVO Leadership International Ltd will use this data to send you information regarding services that may interest you. You have the right to opt out of receiving marketing material from NOVO Leadership International Ltd by clicking the unsubscribe link at the foot of our marketing emails.

#### **Contact NOVO Leadership International Ltd**

Contact NOVO Leadership International Ltd if you have any questions about our products services or privacy policy and any data we have attained from the use of this website.

Email: info@novoleadership.com

Write to Group Headquarters: 44 Bank Street, Kilmarnock, Ayrshire, Scotland, UK. KA1 1HA

#### Access and correction to your personal information

You retain the right to request a copy of any personal information NOVO Leadership International Ltd hold about you that is collected from this website. If you would like to receive a copy of this information, please follow the link below and we will send a copy to you or login to your account to view your details.

NOVO Leadership International Ltd want to ensure that personal information that is stored on our websites is up to date and accurate. You may request to update this information or remove information that in incorrect using the link below.

Request / Remove Information (Button that links to email on website)

#### **Cookies Policy**

NOVO Leadership International Ltd uses cookies to collect information from the website, these are text files which are stored on your computer that collect log information from the internet and behavioural information to improve user experience. This information is used to track website usage and visitor activity analytics.

You can read more about cookies at the following address <a href="http://www.aboutcookies.org.uk/">http://www.aboutcookies.org.uk/</a>

Cookies are controlled by your browser. You can set your browser to not accept cookies, the link above will give you a step by step guide on how to do this. Some elements of this website require cookies in order to function properly.

### What is our stance on third-party websites?

We are not responsible for the safety of any information that you share with third-party providers who advertise, but are not affiliated with, our websites.

The Sites may contain advertisements from third parties that are not affiliated with us and which may link to other websites, online services or mobile applications. We cannot guarantee the safety and privacy of data you provide to any third parties. Any data collected by third parties is not covered by this privacy policy. We are not responsible for the content or privacy and security practices and policies of any third parties, including other websites, services or applications that may be linked to or from the Sites. You should review the policies of such third parties and contact them directly to respond to your questions.

## How do we handle your social logins?

If you choose to register or log in to our websites using a social media account, we may have access to certain information about you.

Our Sites offers you the ability to register and login using your third party social media account details (like your Facebook or Twitter logins). Where you choose to do this, we will receive certain profile information about you from your social media provider. The profile Information we receive may vary depending on the social media provider concerned, but will often include your name, e-mail address, friends list, profile picture as well as other information you choose to make public.

### Will your information be shared with anyone?

We only share information with your consent, to comply with laws, to protect your rights, or to fulfill business obligations.

We only share and disclose your information in the following situations:

Compliance with Laws. We may disclose your information where we are legally required to do so in order to comply with applicable law, governmental requests, a judicial proceeding, court order, or legal process, such as in response to a court order or a subpoena (including in response to public authorities to meet national security or law enforcement requirements).

Vital Interests and Legal Rights. We may disclose your information where we believe it is necessary to investigate, prevent, or take action regarding potential violations of our policies, suspected fraud, situations involving potential threats to the safety of any person and illegal activities, or as evidence in litigation in which we are involved.

Vendors, Consultants and Other Third-Party Service Providers. We may share your data with third party vendors, service providers, contractors or agents who perform services for us or on our behalf and require access to such information to do that work. Examples include: payment processing, data analysis, email delivery, hosting services, customer service and marketing efforts. We may allow selected third parties to use tracking technology on the Sites, which will enable them to collect data about how you interact with the Sites over time. This information may be used to, among other things, analyze and track data, determine the popularity of certain content and better understand online activity. Unless described in this Policy, we do not share, sell, rent or trade any of your information with third parties for their promotional purposes.

Business Transfers. We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company.

Third-Party Advertisers. We may use third-party advertising companies to serve ads when you visit the Sites. These companies may use information about your visits to our Website(s) and other websites that are contained in web cookies and other tracking technologies in order to provide advertisements about goods and services of interest to you. [See our Cookie Policy [Hyperlink] for further information]

Affiliates. We may share your information with our affiliates, in which case we will require those affiliates to honor this privacy policy. Affiliates include our parent company and any subsidiaries, joint venture partners or other companies that we control or that are under common control with us.

Business Partners. We may share your information with our business partners to offer you certain products, services or promotions.

With your Consent. We may disclose your personal information for any other purpose with your consent.

Other Users. When you share personal information (for example, by posting comments, contributions or other content to the Sites) or otherwise interact with public areas of the Site [or App], such personal information may be viewed by all users and may be publicly distributed outside the Site [and our App] in perpetuity. [If you interact with other users of our Sites and register through a social network (such as Facebook), your contacts on the social network will see your name, profile photo, and descriptions of your activity.] Similarly, other users will be able to view descriptions of your activity, communicate with you within our Sites, and view your profile.

#### Do we make updates to this policy?

In Short: Yes, we will update this policy as necessary to stay compliant with relevant laws.