

COOKIES POLICY

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1. Introduction

1.1. This aim of this Cookies Policy (the “**Policy**”) is to provide you with an overview of how and why we use cookies on our website (time-institute.net), as well as explaining what cookies are and how you can manage cookies on your device. This Policy also explains how third-party websites and online portals, where we may have an online presence, such as Facebook and LinkedIn use cookies.

1.2. For the avoidance of any doubt, references to “us”, “our” and “we” shall refer to Time Institute Limited (the “**Company**”) or any one of our employees, associates, contractors, trainees or interns. Reference to “you” or “your” shall refer to yourself as the Data Subject and visitor to our website.

2. What are cookies?

2.1. Cookies are small files which are stored on a user's computer or device when they visit a website. Cookies are widely used to make websites work more efficiently by saving your preferences. They are also used to follow your internet use as you browse, make user profiles and then display targeted online advertising based on your preferences.

3. Why do we use cookies?

3.1. Our website may install cookies on your computer or device after you have consented to their use, by clicking on the ‘I agree’ option on the cookies ‘pop-up’ banner. It should be noted, however, that not all cookies require your consent. Cookies used for the sole purpose of carrying out the transmission of a communication do not require consent. Furthermore, cookies that are strictly necessary to provide an online service that you explicitly requested also do not need consent. This includes, for example, cookies used when you fill in an online form.

3.2. Once you have agreed to the use of cookies, it is possible for our website to make use of the following types of cookies.

- Analytical/performance cookies. These cookies allow us to recognise and count the number of visitors and to see how visitors interact with our website. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

- **Functionality cookies.** These are used to recognise a visitor to our website when they return. This enables us to personalise content and remember your preferences (for example, your choice of language or region).
- **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to the interests of our visitors. We may also share this information with third parties for this purpose.

4. Third-party cookies

4.1. Third-party websites and online portals, where we maintain an online presence, such as Facebook and LinkedIn, also make use of cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies, but each third-party website will differ in its use and type of cookies. For more information on how Facebook, LinkedIn and Twitter use cookies, please refer to their respective cookies policy, which is available on their website.

5. How can I control cookies?

5.1. You can choose to disable your web browser's ability to accept cookies. Please note that if you choose to do this, you may not be able to access certain parts or features of our website or some parts of our website may not work properly. You can manage cookies on your device by accessing your browser settings.

6. How will we notify you of changes to this Policy?

6.1. Certain terms in this Policy may be amended from time to time. The latest version shall always be available on our website (time-institute.net).

7. More information or queries

7.1. Should you require any more information on how we use cookies, please feel free to contact us by email, telephone or mail. We aim to respond to all queries within a reasonable time-frame.

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