

# Privacy Policy

This is the Privacy Statement and Policy (“Privacy Statement”) for JTR Practical Solutions (“JTRPS”). This Privacy Policy was last reviewed and approved November 2020.

JTRPS understands that your privacy is important, particularly the protection of personal information. We have put in place this Privacy Policy in order to inform you fully of our privacy practices, and to permit you to contact us with any concerns, questions, or corrections regarding your personal information in our possession. JTRPS is committed to protecting your privacy and personal information you provide as you access and use materials on [jtrpracticalsolutions.com](http://jtrpracticalsolutions.com) (the "Site"), including the Site subscription pages. In addition, information that you submit to JTRPS in response to an email request for information or other outreach from JTRPS, or through JTRPS’s employment application processes, will be treated in accordance with this Privacy Statement.

JTRPS may, in its discretion, amend this Privacy Statement from time to time. To ensure you remain informed about the information we collect and how we use it, material changes to our statement will be reflected here. This Site may contain links to external sites which are not governed by this Privacy Statement. JTRPS does not take responsibility for the privacy practices of any third-party sites to which we link. We encourage you to review the privacy policies of any such sites before you submit information there.

## **YOUR ACCEPTANCE OF THIS PRIVACY STATEMENT**

Please read this Privacy Statement carefully. By browsing our website you agree to be bound by this Privacy Statement.

## **INFORMATION THAT WE COLLECT, AND HOW WE USE IT**

JTRPS collects information from you when you subscribe to our newsletter or blog’s and submit contact request forms. If you do not provide such information, you will not be able to subscribe to our newsletter or blog’s or submit contact request forms. Some of JTRPS’s forms may ask you to give us contact information, unique personal identifiers, subject areas of interest and/or demographic information. We may use this data to tailor your experience on the Site with relevant JTRPS material and/or customer service and outreach.

We sometimes aggregate demographic information, and the types of systems and browsers of users for internal purposes, so that we may better understand the Site’s user population, identify subject areas of interest, and determine whether the Site is designed to work with the computer settings of a majority of our visitors. In addition, JTRPS may conduct user surveys on the Web or use technologies to provide JTRPS with information in a number of areas, such as user identity, user viewing habits, whether or not users found what they were searching for, whether the Site content is relevant to user needs, and the like. JTRPS uses the information gathered from such surveys to improve our web content, navigation, and overall visitor experience and to provide you with relevant JTRPS materials.

Any personal information that is provided, such as names, addresses, e-mail addresses, phone numbers, subject areas of interest, etc., allows JTRPS to inform you about updates to the service and to notify you about other events and services offered by JTRPS that may be of interest to you. We do not and will not sell, share, rent or otherwise make available any of that information to other parties, except that we may disclose the information to third parties who perform services on our behalf and have a need to access the information in connection with those services. Any third parties will only process this information to the extent to which and within the limits that JTRPS itself is permitted to process that data. In addition, JTRPS may disclose your contact information in response to inquiries by bona-fide rights owners in connection with allegations of infringement of copyright or other proprietary rights arising from information that you have posted on the Site or otherwise provided to JTRPS. JTRPS also provides users the opportunity to opt-out of receiving communications from us at the points where we request information.

## **HOW WE MIGHT SHARE YOUR INFORMATION**

The third parties with whom we may need to share personal information to help us provide services and products to you and to run our Website include:

- our affiliates;
- our advisors;
- our third-party service providers who process information on our behalf to help run some of our internal business operations including email distribution, IT & web services and marketing and events services;
- law enforcement bodies to comply with any legal obligation or court order
- Microsoft Advertising, Google Advertising & Google Analytics collect data from our website for use with any advertising agreements we have with them. This data may include your browser, internet provider and other data transferred between the JTRPS website and their data collectors to ensure our advertising is effective.

JTRPS is an organization based in the United States of America and we may need to transfer personal information which is collected on the Site or through other means across JTRPS offices to help operate our business efficiently. This also includes third parties located in the USA. In addition, the Site may be viewed and accessed anywhere in the world including countries that may not have laws regulating the use and transfer of personally identifiable information. By using the Site, submitting information through this site, or submitting personal information to JTRPS through other means you voluntarily consent to such international transfer and hosting of such information to those countries and parties.

## **MARKETING**

From time to time, we may send you information regarding services, publications, products and events that we perceive may be of interest to you or your business. You may receive this

information by hard copy mailing or email. If, at any time, you prefer not to receive further communications from us in any or all forms (except in connection with information, products, publications, events or services that you specifically request), you will have the ability to unsubscribe from such communications.

## **E-MAIL ADDRESSES**

We may collect e-mail addresses at the point of subscription from users who wish to receive e-mail notification of publications and press releases in identified subject areas of interest, and/or those who send us e-mail messages, express interest regarding our services or employment opportunities, or register for conferences, seminars and other JTRPS-sponsored events. We will not, however, share any e-mail addresses with any third party or send unsolicited e-mail to any of the addresses we collect, except in very limited circumstances as set forth in this Privacy Statement.

## **COOKIES**

JTRPS may use browser cookies on this Site to keep track of your visit to our Site. A "cookie" is a small amount of data that is sent from a Web server to your browser and stored on your computer's hard drive. Use of cookies may allow JTRPS to provide a higher quality, more relevant, customer experience. We may also use cookies to track which areas of the website are most popular with our users and to further JTRPS's understanding concerning overall use of the Site. With most internet browsers, you can erase cookies from your computer hard drive, block all cookies, or receive a warning before a cookie is stored on your computer. Please refer to your browser instructions or you can visit [www.allaboutcookies.org](http://www.allaboutcookies.org) which will give you more information. To disable cookies on your mobile device's browser you may need to consult your device's manual. Unless you have adjusted your browser setting to refuse cookies our system will issue cookies when you visit our site. Once you have given your consent to use cookies we shall store a cookie on your computer or device to remember this for next time. If you wish to withdraw consent at any time you will need to delete our cookies using your web browsers settings. Please be advised that certain sections or functionalities of the Site may be inaccessible to you if your browser does not accept cookies.

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and

for the purposes set out above. To find out more about Google Analytics, Google's privacy policy and opting out of its cookies please visit: <https://tools.google.com/dlpage/gaoptout>.

## **CONVERSION BEACONS**

JTRPS may also use Conversion Beacons (short bits of HTML computer code) inserted in the source code of designated website pages. These beacons, used with industry standard browser cookie technology and standard html coding, allow us to track analytics to the Site and email flow between you and us. Email recipients who receive a Conversion Beacon enabled email message will receive a small unique cookie that is stored in their browser session, which is later used to connect the email recipient with the subsequent recipient activity on the Site.

## **SECURITY PROCESSES**

JTRPS has in place appropriate technological and operational security processes designed to protect personally identifiable information from loss, misuse, alteration or destruction. Only authorized employees and contractors will have access to any data provided by you, and that access is limited by need. Each employee or contractor having access to any personally-identifiable information is obligated to maintain its confidentiality. Although we take steps that are generally accepted as industry standard to protect your personally-identifiable information, JTRPS cannot guarantee that your personally-identifiable information will not become accessible to unauthorized persons and JTRPS cannot be responsible for any actions resulting from a breach of security when information is supplied over the internet or any public computer network.

## **LINKS TO OTHER WEBSITES**

This website contains links to other Websites not operated by JTRPS.

JTRPS is not responsible for the privacy practices or the content of any non - JTRPS websites to which we link from the Site. We are not responsible for the protection and privacy of any information you provide whilst visiting other websites and sites not governed by our Privacy Statement. We cannot control the content or security of such websites. We cannot be held responsible for any loss or damage incurred by a user as a result of visiting such websites. No links are intended to be, nor should be construed as, an endorsement of any kind by JTRPS of that other website.

## **COMPLIANCE WITH LAW**

JTRPS complies with all applicable privacy laws and regulations. JTRPS may be compelled to surrender personal user or customer information to legal authorities if presented with a court subpoena or similar legal or administrative order, or as required or permitted by the laws, rules and regulations of any nation, state or other applicable jurisdiction. In the event of a violation of the terms and conditions of use of the Site or a violation of any restrictions on use of materials provided in or through the Site, we may disclose personal user information to our affected business partners or legal authorities.

## **ACCESS RIGHTS**

You have a right to request a copy of the personal information we hold about you and details of how we use that information. If any of the information held about you is incorrect or out of date, please follow the process outlined below and we will amend our records where appropriate. You also have the right to require us to stop processing your personal data and/or to withdraw your consent to processing. This may not apply if there are other legal justifications to continue processing.

## **CHILDREN**

JTRPS understands the importance of protecting children's privacy, particularly in their online interactions. This Site is not designed for and does not intentionally target or solicit to children 18 years of age and younger.

## **USE OF JTRPS WEBSITES**

Your access to and use of the Site are subject to this Privacy Statement and certain other terms and conditions, contained in our **Terms and Conditions of Use**.

## **CONTACT US**

If you have any questions about this Privacy Statement, or JTRPS's collection and use of information, or you think we may have incorrect personal information, or would like a copy of the personal information we hold on you, or concerns about how we have handled your personal information, please write to: [info@jtrpracticalsolutions.com](mailto:info@jtrpracticalsolutions.com)

Please note that we need you to prove who you are before we can provide you with any information.

You also have a right to lodge a complaint with a relevant supervisory authority once you have tried to resolve the issue with us.