



## Legal and Privacy Notices

Welcome to <http://www.incompass-intl.com>.

This document brings together all our website policies, terms and conditions of use and other information relating to using our website.

If you have any queries about this content, or require further information, please do not hesitate to contact our ICT and Website Manager at: [info@incompass-intl.com](mailto:info@incompass-intl.com). This website is operated by InCompass International Consultancy Services Ltd., a company registered in Malta with company registration number: C46773; with its registered office at: Suite No. 737, Vincenti Buildings, 14/19 Strait Street, Valletta VLT1432, Malta; VAT registration number: MT19370716. We are registered with the Malta Information Commissioner under the framework of the European Union data-protection legislation.

### Privacy

- What information do we collect?
- What happens to the information collected?
- What are cookies?
- Does [www.incompass-intl.com](http://www.incompass-intl.com) use cookies?
- E-mail addresses and personal information?
- Further information

### N.B.: Safe Harbour Principles

We also adhere to the data-protection principles agreed between the United States Department of Commerce and the European Commission to ensure adequate protection of personal information transferred from the European Economic Area to the United States. Further details of these requirements can be obtained from our ICT and Website Manager at: [info@incompass-intl.com](mailto:info@incompass-intl.com)

### What information do we collect?

When you visit [www.incompass-intl.com](http://www.incompass-intl.com), we do not at present, but may wish to at a later date, automatically gather and store the following information in order to track the use of our website:

- the IP address from which the website is accessed;
- the name of the domain from which our visitors access the Internet;
- the type of browser and operating system used to access the website;
- the date and time of your visit to [www.incompass-intl.com](http://www.incompass-intl.com);
- the pages, files, documents and links accessed during your visit;
- the internet address of the website from which you linked to [www.incompass-intl.com](http://www.incompass-intl.com) (i.e. the previous site you visited, which referred you to [www.incompass-intl.com](http://www.incompass-intl.com)).

### What happens to the information collected?

InCompass International will not make any attempt to identify individual website users or their particular browsing activities. The information listed above is stored and used in the aggregate only, in order to provide us with information about the general use of [www.incompass-intl.com](http://www.incompass-intl.com). Our website log-files are analysed in order to make improvements to [www.incompass-intl.com](http://www.incompass-intl.com): for example, if we find that some pages are rarely visited, we will improve them.

### What are cookies?

Cookies are small pieces of information sent to your browser by a website that you visit. Cookies can be either persistent or session based. *Persistent cookies*: they are stored on your computer and contain an expiry date, and may be used to track your browsing behaviour upon return to the issuing web site. When you register on a website, cookies allow the website to remember your information so you will not have to re-enter it the next time you visit. You can



set your browser to refuse cookies from any website you visit. If you choose to do that you can usually still gain access to most, if not all of the site, but you may not be able to conduct certain types of transactions (such as shopping) or take advantage of some of the interactive elements offered. *Session cookies*: these cookies are short-lived. They are used only during a browsing session, and expire when you quit your browser. Upon closing your browser the session cookie set by the web site is destroyed and no personal information is maintained which might identify you should you visit the web site at a later date.

#### **Does [www.incompass-intl.com](http://www.incompass-intl.com) use cookies?**

[www.incompass-intl.com](http://www.incompass-intl.com) uses session cookies only. These cookies are used only during a browsing session and expire when you quit your browser. Upon closing your browser the session cookie set by [www.incompass-intl.com](http://www.incompass-intl.com) is destroyed and no personal information is maintained which might identify you should you visit the web site at a later date. [www.incompass-intl.com](http://www.incompass-intl.com) does not use persistent cookies at present. If we start to use them, we will inform you via our website.

#### **E-mail addresses and personal information**

We will only collect personal information which you knowingly and willingly provide, for example by sending E-mails or completing online forms. Your E-mail address will only be used for the purpose for which you have provided it and it will not be added to a mailing list or used for any other purpose without your consent. See Our Privacy Policy and Our Service to Consultants, for our own strict in-house rules concerning use, storage and sharing of personal data.

#### **Further information**

If you require any further information or have any concerns about privacy, please contact the Website Manager at [info@incompass-intl.com](mailto:info@incompass-intl.com).

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If you wish to link to [www.incompass-intl.com](http://www.incompass-intl.com), please contact our ICT and Website Manager at: [info@incompass-intl.com](mailto:info@incompass-intl.com).

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#### **Disclaimer**

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## **InCompass International Website Privacy and Disclaimer Statements**

### **Privacy Statement**

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If you supply us with your E-mail or postal address on-line you may receive periodic mailings from us with information on new projects, products and services, or upcoming events. If you do not wish to receive such mailings, please let us know by sending us an E-mail to: [info@incompass-intl.com](mailto:info@incompass-intl.com).

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