



Privacy Policy

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Talent **Cloud®**. Breakthrough **software**. Raise **expectations**.



We at Head Light (Head Light Limited) are committed to protecting your privacy. This Privacy Policy applies to both our website (Website), www.head-light.co.uk and our Subscription Service through which users are able to receive or download content and marketing documents.

This Privacy Policy governs our data collection, processing and usage practices. It also describes your choices regarding use, access and correction of your personal information. By using the Website or subscription to access our content and marketing documents, you consent to the data practices described in this Privacy Policy. If you do not agree with the data practices described in this Privacy Policy, you should not use the Website or access our content.

We periodically update this Privacy Policy and you should check back to this page periodically.

1. Contact Us

If you have any questions about this Privacy Policy or our treatment of the information you provide us, please write to us by email at info.request@head-light.co.uk or by mail to Head Light Ltd, The Courtyard, High Street, Ascot, Berkshire SL5 7HP Attn: Privacy.

2. Use of the Subscription Service

We provide a Subscription Service what allows visitors and users of our Website to request and download content or marketing information. We store and manage this on our service providers' servers, and this is then used so that the visitors can be contacted about their interest in our goods or services and interact with us. Head Light acknowledges that you have the right to access your Personal Information and we are responsible for correcting, deleting or updating information they we collected from you using the Subscription Service and we do not collect 'Sensitive Information'. If requested to remove data we will respond within a reasonable timeframe. We may work with our customers to help them provide notice to their visitors about their data collection, processing and usage. 'Sensitive Information' refers to credit or debit card numbers, personal financial account information, Social Security numbers, passport numbers, driver's license numbers or similar personal identifiers, racial or ethnic origin, physical or mental health condition or information, or other employment, financial or health information.

3. Information We Collect

3.1. When You Visit our Website

You are free to explore the Website without providing any information about yourself. When you visit the Website or register for the Subscription Service, we request that you provide Personal Information about yourself, and we collect Navigational Information. 'Personal Information' refers to any information that you voluntarily submit to us and that identifies you personally, including contact information, such as your name, e-mail address, company name, address, phone number, and other information about yourself or your business. Personal Information can also include information about any transactions, both free and paid, that you enter into on the Website, and information about you that is available on the internet, such as from Facebook, LinkedIn, Twitter and Google, or publicly available information that we acquire from service providers. 'Navigational Information' refers to information about your computer and your visits to this website such as your IP address, geographical location, browser type, referral source, length of visit and pages viewed.

4. How We Use Information We Collect

4.1. Compliance with Our Privacy Policy

We use the information we collect only in compliance with this Privacy Policy. Customers who subscribe to our Subscription Services are obligated through our agreements with them to comply with this Privacy

Policy.

4.2. We Never Sell Personal Information

We will never sell your Personal Information to any third party.

4.3. Use of Personal Information

In addition to the uses identified elsewhere in this Privacy Policy, we may use your Personal Information to: (a) improve your browsing experience by personalising the Websites and to improve the Subscription Service; (b) send information to you which we think may be of interest to you by post, email, or other means; (c) send you marketing communications relating to our business or the businesses of carefully-selected third parties which we think may be of interest to you, and (d) provide other companies with statistical information about our users -- but this information will not be used to identify any individual user.

4.4. Use of Navigational Information

We use Navigational Information to operate and improve the Website and the Subscription Service. We may also use Navigational Information alone or in combination with Personal Information to provide you with personalised information about Head Light.

4.5. Security of your Personal Information

We use a variety of security technologies and procedures to help protect your Personal Information from unauthorised access, use or disclosure. We secure the Personal Information you provide on computer servers in a controlled, secure environment, protected from unauthorised access, use or disclosure. If you have any questions about the security of your Personal Information, you can contact us at info.request@head-light.co.uk

4.6. Social Media Features

Our Websites include Social Media Features, such as the Facebook Like button and Widgets, such as the Share This button or interactive mini-programs that run on our sites. These features may collect your IP address, which page you are visiting on our sites, and may set a cookie to enable the feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Websites. This Privacy Policy does not apply to these features. Your interactions with these features are governed by the privacy policy and other policies of the companies providing them.

4.7. External Websites

Our Websites provide links to other websites. We do not control, and are not responsible for, the content or practices of these other websites. Our provision of such links does not constitute our endorsement of these other websites, their content, their owners, or their practices. This Privacy Policy does not apply to these other websites, which are subject to any privacy and other policies they may have.

4.8 Retention of Personal Information

We retain Personal Information that you provide us as long as we consider it potentially useful in contacting you about the Subscription Service or our other services, or as needed to comply with our legal obligations, resolve disputes and enforce our agreements, and then we securely delete the information. We will delete this information from the servers at an earlier date if you so request, as described in 'Opting Out and Unsubscribing' below.

4.9 Compelled Disclosure

We reserve the right to use or disclose your Personal Information if required by law or if we reasonably believe that use or disclosure is necessary to protect our rights, protect your safety or the safety of

others, investigate fraud, or comply with a law, court order, or legal process.

5. Navigational Information

5.1. Cookies

We use cookies or similar technologies to analyse trends, administer the website, track users' movements around the website, and to gather demographic information about our user base as a whole. We use 'cookies' to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a Web server. Cookies are not used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a Web server in the domain that issued the cookie to you. One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you register for the Subscription Service, a cookie helps us to recall your specific information on subsequent visits.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of our Subscription Service or Website. We keep track of the pages you visit, in order to determine what portion of the Head Light Website or Subscription Service is the most popular or most used. This data is used to deliver customised content and promotions to those whose behaviour indicates that they are interested in a particular subject area.

5.2. Log Files

We may collect demographic information, such as your ZIP code, age, gender, preferences, interests and favourites using log files that are not associated with your name or other personal information. There is also information about your computer hardware and software that is automatically collected by us. This information can include: your IP address, browser type, domain names, internet service provider (ISP), the files viewed on our site (e.g., HTML pages, graphics, etc.), operating system, clickstream data, access times and referring website addresses. This information is used by Head Light for the operation of the Subscription Service, to maintain quality of the Subscription Service, and to provide general statistics regarding use of the Head Light Website. For these purposes, we do link this automatically-collected data to Personal Information such as name, email address, address, and phone number.

5.3. Navigational Information Collected by Our Customers

We collect Navigational Information when you visit our webpages

6. Opting Out and Unsubscribing

6.1. Reviewing, Correcting and Removing Your Personal Information

Upon request Head Light will provide you with information about whether we hold any of your Personal Information. If you provide us with your Personal Information, you have the following rights with respect to that information:

- To review the user information that you have supplied to us
- To request that we correct any errors, outdated information, or omissions in user information that you have supplied to us
- To request that your user information not be used to contact you
- To request that your user information be removed from any solicitation list that we use
- To request that your user information be deleted from our records

- To opt out of being solicited by Head Light

To exercise any of these rights, please contact us at info.request@head-light.co.uk or by mail to Head Light Ltd, The Courtyard, High Street, Ascot, Berkshire SL5 7HP Attn: Privacy. We will respond to your request to change, correct, or delete your information within a reasonable timeframe and notify you of the action we have taken.

6.2. Anti-Spam Policy

We include in every email sent using the Subscription Service of an 'opt-out' mechanism and other required information.

6.3. To Unsubscribe From Our Communications

You may unsubscribe from our marketing communications by clicking on the 'unsubscribe' link located on the bottom of our e-mails, or by sending us email us at info.request@head-light.co.uk.

What if...

you could build a feedback-friendly culture?

What if...

you could fill more positions internally?

What if...

you could reduce employee turnover without increasing pay?

What if...

you could increase productivity?

What if...

you could spend less on training and still develop potential?

What if...

you could determine who to develop into leaders for the future?