

## Cookie Policy

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This Cookie Policy applies to NOCTI and Nocti Business Solutions (NBS). Like most businesses, we employ "cookies" (small files assisting navigation). This policy provides information about our use of cookies. The term "website" includes all NOCTI/NBS websites, platforms, systems, and applications that are used. Please read this cookie policy to understand how and why cookies are used.

Upon your first access to NOCTI/NBS websites, a message will be visible alerting you that cookies are in use. By closing the message or continuing to browse the NOCTI/NBS websites, you acknowledge that you understand and agree to the use of these technologies, as described in this policy.

You do not have to accept cookies and consent can be withdrawn at any time (see "How to Change Cookie Settings"). Browser settings can be changed to refuse or restrict cookies, and you may delete them at any time after they have been placed on your device. If you do not accept or delete NOCTI/NBS cookies, some areas of the websites used by NOCTI/NBS may take more time to load or may not function properly.

### A. What are Cookies?

Cookies are small, usually randomly encoded, text files containing a string of characters that help you navigate through a website. NOCTI/NBS uses cookies on its sites so when you visit the site again, the cookies allow us to recognize your browser. Cookies may store preferences and other information, but they cannot read data from your hard drive or read cookie files created by other sites you may have accessed.

Cookies set by a website owner (in this case, NOCTI/NBS) are called "first party cookies." First-party cookies are required to hold session information as you navigate from page to page within the website. Cookies set by parties other than the website owner are called "third-party cookies". Third-party cookies enable us to provide third-party features or functionality through the NOCTI/NBS websites (e.g., analytics). This Cookie Policy covers the use of cookies by NOCTI/NBS only and not the use of cookies by third parties.

### B. Cookie Types

There are primarily two types of cookies: 1) Session Cookies and 2) Persistent Cookies.

**Session cookies** are temporary cookies that are not permanently stored on your device. They are used as part of the login, authentication, and session management flows of the websites. Certain session cookies are used to understand if a user is a new user or a user returning as part of the same browsing session. These cookies are removed from your browser when you close your browser.

**Persistent cookies** are those placed on your device for a pre-determined length of time when you visit the site. They are used on our websites to understand what areas of our websites are most popular (using Google Analytics) and how users are interacting with the NOCTI/NBS websites.

### C. The Cookies We Use

Cookies are used on the NOCTI/NBS websites to recognize you when you visit our sites, creating an easier navigation experience by saving your preferences, among other things. Our cookies enable us to relate your use of our websites to Personal Data that you may have previously submitted. Traditionally, cookies are also used to deliver content tailored to your interests. At this time, NOCTI/NBS does not use cookies in this manner.

Some cookies are associated with your account and personal information and other cookies are not tied directly to your account but are unique and allow us to review and carry out analytics processing.

Type of Cookie/Purpose	Who Serves These Cookies	How to Refuse
<p><b>Strictly Necessary/ Essential Cookies</b>            These are cookies that are required for the operation of certain NOCTI/NBS websites. They include cookies that enable you to log into secure areas of our websites, use a shopping cart, or make use of e-billing. In addition, they are used for the administration of any NOCTI/NBS online assessment.</p>	<p>NOCTI and NBS</p>	<p>These cookies are strictly necessary to deliver the NOCTI/NBS websites and, therefore, cannot be refused. They can be deleted or blocked by using your browser settings, however. (See How to Change Cookie Settings below.)</p>
<p><b>Performance and Functionality Cookies</b>            These cookies are used to recognize you when you return to NOCTI/NBS websites. This enables us to personalize certain portions of content and remember your preferences. These cookies are non-essential to the performance of the NOCTI/NBS websites.</p>	<p>NOCTI and NBS</p>	<p>These cookies can be deleted or blocked by using your browser settings. (See How to Change Cookie Settings below.)</p>

Type of Cookie/Purpose	Who Serves These Cookies	How to Refuse
<p><b>Analytical Cookies</b>            These cookies collect information about how users access and move through NOCTI/NBS websites. We use this information to learn how well our websites perform and how individuals are using our websites. Although not currently being used in this fashion, the information may also be used to personalize the NOCTI/NBS websites to your interests.</p>	<p>NOCTI and NBS            Google Universal Analytics</p>	<p>These cookies can be deleted or blocked using your browser settings. (See How to Change Cookie Settings below.)            Quick Link to opt-out:            Google Universal Analytics:  <a href="https://tools.google.com/dlpage/gaoptout">https://tools.google.com/dlpage/gaoptout</a></p>
<p><b>Social Media Cookies</b>            These cookies allow us to integrate social media into NOCTI/NBS websites.</p>	<p>Twitter            YouTube            Facebook            Linked In</p>	<p>These cookies can be deleted or blocked using your browser settings. (See How to Change Cookie Settings below.)             Quick links to opt-out:             Twitter: <a href="https://twitter.com/personalization">https://twitter.com/personalization</a>             YouTube:  <a href="https://support.google.com/ads/answer/2662922?hl=en-GB">https://support.google.com/ads/answer/2662922?hl=en-GB</a>             Facebook:  <a href="https://www.facebook.com/ads/settings">https://www.facebook.com/ads/settings</a>             LinkedIn:  <a href="https://www.linkedin.com/psettings/guest-controls/retargeting-opt-out?trk=">https://www.linkedin.com/psettings/guest-controls/retargeting-opt-out?trk=</a></p>

#### D. How to Change Cookie Settings

When you first access a NOCTI/NBS website, you will receive a message indicating that cookies and similar technologies are being used. By closing this message or continuing to browse the website, you signify that you understand and agree to the use of these technologies, as described in this Cookie Policy.

Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline all cookies, or just certain cookies. You do not have to accept cookies and consent can be withdrawn at any time. Please note, however, that if you choose to block cookies, doing so may prevent certain elements of the NOCTI/NBS websites from functioning.

Since there are many different browsers, we cannot provide instructions for all browsers here. Links to helpful information for some of the most popularly-used browsers are below.

Apple Safari	<a href="https://support.apple.com/kb/PH21411?locale=en_US">https://support.apple.com/kb/PH21411?locale=en_US</a>
Google Chrome	<a href="https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&amp;h1=en">https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&amp;h1=en</a>
Microsoft Edge	<a href="https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy">https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy</a>
Microsoft Internet Explorer	<a href="https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies">https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies</a>
Mozilla Firefox	<a href="https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences">https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences</a>

### **E. Changes to this Cookie Policy**

We will update this Cookie Policy from time to time, so please check back periodically. The provisions contained in this Cookie Policy supersede all previous notices or policies regarding our use of cookies and similar technology on NOCTI/NBS websites. We encourage you to check the NOCTI/NBS websites frequently to understand how NOCTI/NBS is committed to protecting your information and providing you with improved content and navigation in order to enhance your user experience.

### **F. Contact Us**

If you have questions or complaints regarding this Cookie Policy or the NOCTI/NBS websites, please contact [nocti@nocti.org](mailto:nocti@nocti.org). You may also reach us at 800.334.6283 or send a letter to:

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