

## TJB PUBLISHING LIMITED WEBSITE POLICY 2025

### Website Policy

TJB publishing is fully committed to respecting your privacy and protecting any personal information you provide to us.

We make every effort to ensure that all information that you provide to us is protected.

This privacy statement is designed to explain how we collect information from you when you visit our website and how this information is then used.

Please read the statement carefully and revisit it periodically to review any changes that may have been made.

### Information collection and personal information

In general, you can visit and email us at any TJB publishing owned website without disclosing any personal information about yourself. There are times however, when we may request information from you. We collect information from our users at several different points on our websites.

### Mailing List Opt In

Users of any TJB Publishing website have the option of joining our mailing list. In order to join our mailing list, we require the following information from our users:

Personal profile (i.e. student, teacher, parent or member of the press/media)

Full name

Post

Country

Email address

School name

School teacher email

It is optional for our users to provide us with their postcode and information.

Opting in to join this list and the submission of personally identifiable information is voluntary and not required to use the remainder of the website

### Online entry

Applicants from the UK have the option of entering the competition online

### Job applications

You may provide us with information about yourself, such as a résumé or curriculum vitae in connection with a job application or enquiry, whether advertised on any TJB Publishing website or otherwise.

We may use this information throughout TJB Publishing for the purposes of employment consideration or process your enquiry.

We will not store this information for any purpose other than that relating to your application and will not be kept longer than necessary without your written permission.

### Making an enquiry/contacting us

You may contact TJB Publishing in order to make a general enquiry by using the email form facility or other contact details provided on our website. In such instances your personal information will be used for the purposes of responding to your enquiry. If we wish to use your information for other purposes, for example, in instances where you are responding to a particular promotion or marketing campaign, we will inform you and obtain your consent where appropriate.

### Aggregate Information

Aggregate information is collected from users using our own web tracker. This information includes users (IP) addresses, browser type, Internet service provider (ISP), referring/exit pages, platform type, date/time of visit, number of clicks, error pages and number of unique visits. This information is collected to allow us to analyse visitor trends and use of our website, administer the website and together broad demographic information about our website users. This information is not linked to personal profiles or to personally identify information provided by users

### Information use

#### Profile

We store information that we collect through cookies and log files. Our profile is stored information that we keep on the individual users this provides details of the viewing preferences. This profile is used to tailor our users visit to our website, to make navigation easier and to direct the user to information that best corresponds to their interests. Your profile shared, will be provided in aggregate form only.

#### Cookies

A cookie is a piece of data stored on the users computer tied to information about the user. Usage of a cookies is in no way linked to any personally identifiable information while on our site. We use both session ID cookies and persistent cookies.

For the session ID cookies once users close the browser, the cookies simply terminates. A persistent cookie is a small file stored on the users hard drive for an extended period of time. Persistent cookies can be removed by following Internet browser help file directions.

Cookies are used to display competition dates, fees and contact details of TJB Publishing for that country. Our aim is to make the site easily notable and applicable to users from different countries persistent cookies enable us to track the interests of our users, to enhance their experience and to ensure that they do not have to reset the country preferences every time they visit the website.

If you are concerned about cookies, you can disable them in your browser.

If you do this, however please note that you will have to manually reset your country preferences on your return visit to our website.

## Log Files

Like most standard website servers we use log files. This includes Internet protocol (IP) addresses, browser type, Internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyse trends, administer the site, track uses movement in the aggregate and gather broad demographic information for aggregate use. IP addresses, et cetera are not linked to personally identifiable information.

## Communications From The Site

### Online applicants

These communications are not promotional in nature and are produced in the interest of providing the best possible service to online applicants

### Customer service

We communicate with users on a regular basis to provide requested services and in regards to issues relating to their content we reply via email, post, or phone, in accordance with the users wishes

## Sharing

We currently do not disclose any other personally identifiable information that you give to us beyond TJB Publishing. We do not sell or supply any of the information that you provide through our website to 3rd parties. All users are given the opportunity to opt out of having their information for purposes not directly related to our website at the point where we ask for that information.

Please refer to the choice/opt out section for further details.

Information regarding competition entries and candidates is strictly confidential and is never passed onto third parties.

## Legal disclaimer

That we make every effort to preserve us a privacy, we may need to disclose personal information when required by law where we have a good faith belief that such action is necessary to comply with the current judicial proceeding, a court order or legal process served on our website.

## Aggregate information (non-personally identifiable))

We occasionally share aggregated demographic information with organisations who are interested in either linking to or placing a link on our website and members of the press. This aggregated information will consist of using numbers, date and times of visits, uses

movement through the website in the aggregate and broad demographic information. This information will be provided purely to allow organisations to assess the suitability of our website for their own audience when considering reciprocal links.

This aggregate information is not linked to any personally identifiable information.

### Third-party intermediaries

We use a credit card processing company to process completed competition entry fees. This company does not retain, share, store or use personally identifiable information for any secondary purposes.

### Choice/opt out

Our uses are given the opportunity to opt out of having their information used to purposes not directly related to our site at the point where we ask for that information.

Our mailing list registration form has an opt out mechanism for users who do not wish their details to be passed onto to 3rd parties in the future.

### Links

This website contains links to other sites. Please be aware that we, TJB publishing are not responsible for the privacy practices of such other sites. We encourage our uses to be aware when they leave our site to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

### Security

The TJB Publishing website takes every precaution to protect our users information. When users submit sensitive information via the website, they are information is protected both on line and off-line. When our online examination entry form asks uses to enter sensitive information (such as credit card number and expiry date), that information is encrypted and protected with industry standard secure socket layer software. While on a secure page, such as our online entry form, the lock icon on on the bottom of the web browser such as Google Chrome and Microsoft Bing becomes locked, as opposed to unlocked, or open, when uses are just surfing.

While we use SSL encryption to protect sensitive information online, we also do everything in our power to protect the user information off-line. Personal information given by users beyond their name and address is restricted in our offices and made available only to the appropriate departments. All employees are provided with a unique username and password in order to gain access to this information. Finally, the service that store personally identifiable information password protected and held in a secure environment, in the locked facility.

Regular backups are made of this data, and these are stored off site.

## Notification of changes

If we decide to change our privacy policy, we will post the changes to this privacy statement, the homepage, and any other places deemed appropriate to make sure that our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We will use information in accordance with the privacy policy under which the information was collected. If, however, we are going to use uses personally identifiable information in the manner different from that stated at the time of collection, we will notify use as possible via email. Uses will have a choice as to whether or not we use their information in this different manner. However, if uses have opted out of all communication with the site or deleted/deactivated their account then they will not be contacted, nor will their personal information be used in this new manner