Cookie Policy

In order to improve our Website performance and enhance your user experience, we use "cookies" that are placed on your computer and remain in the cookies file of your browser until the browser is closed.

BY CONTINUING TO USE OUR WEBSITE, YOU AGREE TO PLACEMENT OF COOKIES ON YOUR DEVICE. IF YOU CHOOSE NOT TO RECEIVE OUR COOKIES, WE CANNOT GUARANTEE THAT YOUR EXPERIENCE WILL BE AS FULFILLING AS IT WOULD OTHERWISE BE.

1. What are cookies?

A cookie is a small text files which a website may put on your computer or mobile device when you first visit a site or page. The cookie will help the website, or another website, to recognize your device the next time you visit. Like most websites, we use cookies to provide you with a better, faster or safer experience. Cookies do not damage your computer. You can set your browser to notify you when you receive a cookie. This enables you to decide if you want to accept it or not.

Cookies serve many functions. For example, certain cookies contain personal information which can help us remember your username and preferences enabling you to efficiently navigate between pages, storing your preferences, and generally enhancing your user experience of our Website. Cookies make the interaction between you and the website faster and easier. If a website doesn’t use cookies, it will think you are a new visitor every time you move to a new page on the site – for example, when you enter your login details and move to another page it won’t recognize you and it won’t be able to keep you logged in.

Most cookies do not collect information that identifies you personally, and will instead collect more general information such as how users arrive at and use our websites, or a user’s general location.

2. What types of cookies are there?

Broadly speaking, there are four types of cookies: essential cookies, performance cookies, functionality cookies and third party cookies.
2.1 Essential Cookies

Some cookies are essential to navigate around a website and use its features. For example, some cookies allow us to identify users and ensure they can access the account only pages. If a user opts to disable these cookies, the user will not be able to access all of the content in their account.

2.2 Performance Cookies

We utilize other cookies which collect anonymous data on how our visitors use our websites and to monitor website performance. This allows us to provide a high quality experience by customizing our offering and quickly identifying and fixing any issues that arise. For example, we might use performance cookies to determine which types of skills that Professionals offer are most desirable, what types of Projects are most popular, and to determine why some pages are receiving error messages. We might also use these cookies to Professionals, Projects, articles or site services that we think will be of interest to you based on your usage of the Website. Performance cookies do not track users and are only used to improve how the Website works.

2.3 Functionality Cookies

Functional cookies allow users to customize how our Website appears to them: they can remember usernames, language preferences and regions, and can be used to provide more personal services. We use functionality cookies to allow us to remember your preferences. For example, cookies save you the trouble of typing in your username every time you access the site, and recall your customization preferences, such as your currency preferences in which you would like to view all monetary values on our Website.

2.4 Targeting and advertising cookies

Targeting and advertising cookies provide security in transactions and can be used to deliver advertisements more relevant to you. They are placed by third-party organizations with a website operator’s permission or are placed by the operator themselves. For example, like many companies, we use Google Analytics to help us monitor our Website traffic. We may also use third party cookies to help us with market research, revenue tracking, improving site functionality and monitoring compliance with our terms and conditions and copyright policy.

It is important to note that HighSkillPro does not use third party advertising cookies to track your behavior on or outside of the HighSkillPro Website.

Additionally, these cookies break down into two further sub-types.
2.5 **Session Cookies**

Session cookies are temporary. They allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Once you close the browser, all session cookies are deleted.

2.6 **Persistent cookies**

Persistent cookies remain on a user’s device for a set period of time specified in the cookie. They are activated each time that the user visits the website that created that particular cookie.

2.7 **Can a website user disable cookies?**

As we explain in our Privacy and Cookie Policy, cookies help you to get the most out of our Website.

The first time you accessed our Website after 1 November 2013, you should have seen an overlay which explained that by continuing to access our site, you are consenting to our use of cookies.

However, if you wish to disable our cookies you can do so by following instructions specific to your browser:

2.7.1 **Google Chrome**

- Click the wrench icon on the browser toolbar
- Select Settings
- Click ‘Show advanced settings’
- In the “Privacy” section, click the ‘Content settings’ button
- To enable cookies in the “Cookies” section, pick ‘Allow local data to be set’, this will enable both first-party and third-party cookies. To allow only first-party cookies pick ‘Block all third-party cookies without exception’
- To disable cookies, in the “Cookies” section, pick ‘Block sites from setting any data’
- Note there are various levels of cookie enablement and disablement in Chrome. For more information on other cookie settings offered in Chrome, refer to the following page from [here](#).

2.7.2 **Microsoft Internet Explorer 6.0, 7.0, 8.0**

- Click on 'Tools' at the top of your browser window and select 'Internet Options'
- In the options window navigate to the 'Privacy' tab
- To enable cookies: Set the slider to ‘Medium’ or below
- To disable cookies: Move the slider to the top to block all cookies
2.7.3 Mozilla Firefox

- Click on 'Tools' at the browser menu and select ‘Options’
- Select the Privacy panel
- To enable cookies: Check ‘Accept cookies for sites’
- To disable cookies: Uncheck ‘Accept cookies for sites’
- Note there are various levels of cookie enablement and disablement in Firefox. For more information, refer to the following page from here.

2.7.4 Opera

- Click on 'Setting' at the browser menu and select 'Settings'
- Select ‘Quick Preferences’
- To enable cookies: Check “Enable Cookies”
- To disable cookies: uncheck “Enable Cookies”
- Note there are various levels of cookie enablement and disablement in Opera. For more information on other cookie settings offered in Opera, refer to the following page from here.

2.7.5 Safari on OSX

- Click on 'Safari' at the menu bar and select the 'Preferences' option
- Click on 'Security'
- To enable cookies: In the 'Accept cookies' section select 'Only from site you navigate to'
- To disable cookies: In the ‘Accept cookies’ section select ‘Never’
- Note there are various levels of cookie enablement and disablement in Safari. For more information on other cookie settings offered in Safari, refer to the following page from Apple here.

2.7.6 All other browsers

Please look for a “help” function in the browser or contact the browser provider.

Please remember that if you do choose to disable cookies, you may find that certain sections of our Website do not work properly.

3. Do we track whether users open our emails?

Our emails may contain a single, campaign-unique “web beacon pixel” to tell us whether our emails are opened and verify any clicks through to links or advertisements within the email. We
may use this information for purposes including determining which of our emails are more interesting to users, to query whether users who do not open our emails wish to continue receiving them and to inform our advertisers in aggregate how many users have clicked on their advertisements. The pixel will be deleted when you delete the email. If you do not wish the pixel to be downloaded to your device, you should select to receive emails from us in plain text rather than HTML.

4. More Information

More information on how businesses use cookies is available at http://www.allaboutcookies.org/.

If you have any queries regarding this Cookie Policy please contact our Privacy Officer by e-mail at info [at] highskillpro.com.