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We do not solicit sensitive personal data through the website except where legally required to do so, e.g. for the purposes of recruitment. At the present time the standard technology known as "cookies" is not used on the website. Cookies are small text files placed on the authorised user's hard drive that allow the website to store tokens of information in connection with use of the website by allocation of an identifier to an authorised user while the website is in use. Use of cookies would enable Catalyst Communications to analyse the operation of the website, thus permitting continuous improvement of the service that it provides, but cannot retrieve any other data from the hard drive of the authorised user's computer or capture the authorised user's e-mail address. In any event it is not intended to link personal data to information that may be contained in a cookie to determine or track the identity of any user of the website.

Use of information

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- where the transfer is necessary to fulfil the requirements of the operation for which the information was provided, and the third party is a participant firm or an international firm;
- in order to fulfil a request which involves other participant firms or international firms;
- to assist Moore Stephens professional advisors regarding matters referred to them concerning the operation of the website;
- where requested explicitly by an authorised user of the website; or
- as required by a court order or any other legal or regulatory requirement.

Catalyst Communications does not collect or compile personal data or information obtained by the website for dissemination or sale to outside parties, no participant firms or international firms for the purposes of marketing or mailing by or on behalf of third parties. Catalyst Communications does not undertake marketing activities for third parties, other than participant firms or international firms.

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- details may be retained for up to the next twelve months for the purpose of notification of suitable vacancies that might arise; and
- details may be used for the purpose of research and analysis designed to improve recruitment and human resources policies and practices. Where the authorised user of the website has provided additional information, personal details will be retained for a period of time reasonable in the context of the nature of the request. If these conditions are not acceptable the website should not be further used.

Security of information

Moore Stephens has implemented accepted standards of technical measures and security policies that are aimed at protecting the personal data it has under its control from:

- unauthorised access
- improper use or disclosure
- unauthorised modification
- unlawful destruction or accidental loss

All Moore Stephens personnel are required to keep personal information confidential and only authorised persons have access to such information.

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Catalyst Communications & Moore Stephens are not responsible for the privacy policies of third party websites to which links are provided (including websites of participant firms or international firms). The privacy policies on these websites should be checked before providing any personal information to these websites.

Other matters

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