



N J LIVE LTD'S COOKIE POLICY FOR THE PLATFORM AND WEBSITE

BACKGROUND:

NJ Live Limited (company number 04786124), hereafter called NJLive, is a full service creative event production agency, producing events worldwide.

The business operates two websites, one comprising www.njlive.co.uk which is publicly facing and a second comprising the NJLive Event Platform, which is a restricted access site used to produce events for our Clients.

The Client events are run on different domains pointing to our servers hosting the SASS (software as a service) NJLive Event Platform. The Platform uses cookies and similar technologies in order to distinguish you from other users.

The NJLive website uses cookies to monitor visitors. By using cookies, we are able to provide you with a better experience and to improve our site by better understanding how you use it.

Please read this cookie policy carefully and ensure that you understand it. Your acceptance of our cookie policy is deemed to occur if you continue when you press the allow button on our cookie popup. If you do not agree to our cookie policy, please stop using our site immediately.

1. Definitions and Interpretation

1.1 In this cookie policy, unless the context otherwise requires, the following expressions have the following meanings:

“Cookie”	means a small file placed on your computer or device by Our site when you visit certain parts of Our site and/or when you use certain features of Our site;
“Cookie Law”	means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003 and, where applicable, the UK GDPR and the Data Protection Act 2018;
“personal data”	means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data, as defined by the UK GDPR and the Data Protection Act 2018 (the “Data Protection Legislation”);

“We/Us/Our” means NJLive, a limited company registered in England under company number 04786124, whose registered address is Unit 6, Bell Industrial Estate, Cunnington Street, London, W4 5HB.

2. How does our site use Cookies?

- 2.1 Our site may place and access certain first party cookies on your computer or device. First party cookies are those placed directly by us and are used only by us.
- 2.2 We use cookies to facilitate and improve your experience of our site and to provide and improve our product. We have carefully chosen these cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.
- 2.3 By using our site, you may also receive certain third-party cookies on your computer or device. Third party cookies are those placed by websites, services, and/or parties other than us. Third party cookies are used on our site for external services providing chat and video streaming functions. For more details, please refer to section 4 below.
- 2.4 All cookies used by and on our site are used in accordance with current cookie law. We may use some or all of the following types of cookie:
 - 2.4.1 **Strictly Necessary Cookies**

A cookie falls into this category if it is essential to the operation of our site, supporting functions such as logging in, user permissions and management on our websites.
 - 2.4.2 **Analytics Cookies**

It is important for us to understand how you use our site, for example, how efficiently you are able to navigate around it, and what features you use. Analytics cookies enable us to gather this information, helping Us to improve our site and your experience of it.
 - 2.4.3 **Functionality Cookies**

Functionality Cookies enable us to provide additional functions to you on our site such as personalisation and remembering your saved preferences. Some functionality cookies may also be strictly necessary cookies, but not all necessarily fall into that category.
 - 2.4.4 **Targeting Cookies**

It is important for us to know when and how often you visit our site, and which parts of it you have used (including which pages you have visited, and which links you have visited). As with analytics cookies, this information helps us to better understand you and, in turn, helps us improve the performance of our website and Platform.

2.4.5 Third Party Cookies

Third party cookies are not placed by us; instead, they are placed by third parties that provide services to us and/or to you. Third party Cookies may be used by software or services we integrate into our Platform and website, We do our best to ensure any cookies used by these services are essential to the correct function of the app or API, where possible we will disable any cookies used for tracking or advertising purposes.

2.4.6 Persistent Cookies

Any of the above types of cookie may be a persistent cookie. Persistent cookies are those which remain on your computer or device for a predetermined period and are activated each time you visit our sites.

2.4.7 Session Cookies

Any of the above types of cookie may be a Session Cookie. Session cookies are temporary and only remain on your computer or device from the point at which you visit our sites until you close your browser.

- 2.5 Cookies on our site are not permanent and will expire after a 10 minute period of inactivity or when the user logs out from the Platform.
- 2.6 For more details of the personal data that We collect and use, the measures we have in place to protect personal data, your legal rights, and our legal obligations, please refer to our Privacy Policy.
- 2.7 For more specific details of the cookies that We use, please refer to the table below.

3. These are the Cookies Used on Our Platform

3.1 The following first party Cookies could be placed on your computer or device:

Name of Cookie	Purpose & Type	Strictly Necessary
we.produce.events	Session cookie to manage user login and auto timeout.	Yes

3.2 The following third party Cookies may be placed on your computer or device:

Name of Cookie	Purpose & Type	Provider	Strictly Necessary
Vimeo.com	See here	Vimeo	Yes
Sli.do	See here	Slido	Yes
		Google	Yes

3.3 Our site uses our own analytics service as well as third party analytical services. Website analytics refers to a set of tools used to collect and analyse anonymous

usage information, enabling us to better understand how our site is used. This, in turn, enables us to improve our site and the product offered through it. You have to allow us to use these cookies, use of tracking does not pose any risk to your privacy or your safe use of our site, it does enable us to continually improve our site, making it a better and more useful experience for you.

3.4 The analytics service used by our site uses analytics cookies to gather the required information.

3.5 The analytics service used by our site uses the following analytics cookies:

Name of Cookie	Purpose & Type	Provider	Strictly Necessary
ga (name of cookie subject to change)	Google analytics Cookie to allow us to track Browser, OS, Platform and Screen resolution. This allows us to optimise site layout and features.	Google	Yes
_ga_3P9M1XZ7F9 (name of cookie subject to change)	Google analytics Cookie to allow us to track Browser, OS, Platform and Screen resolution. This allows us to optimise site layout and features.	Google	Yes

These are the Cookies used on our website www.njlive.co.uk This site uses technical and analytical cookies to improve your experience

Name of Cookie	Purpose & Type	Provider	Strictly Necessary
_ga	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	Google	No
_gat	Used by Google Analytics to throttle request rate	Google	No
_gid	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	Google	No

4. Consent and Control

- 4.1 Before cookies are placed on your computer or device, you will be shown a popup requesting your consent to set those cookies. By giving your consent to the placing of cookies you are enabling us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of cookies unless those cookies are strictly necessary; however certain features of our site may not function fully or as intended, you may also not be able to enter and use the site if you do not accept these cookies.
- 4.2 In addition to the controls that we provide, you can choose to enable or disable cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all cookies or only third-party cookies. By default, most internet browsers accept cookies but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.
- 4.3 The links below provide instructions on how to control cookies in all mainstream browsers:
- 4.3.1 Google Chrome: <https://support.google.com/chrome/answer/95647?hl=en-GB>
- 4.3.2 Microsoft Internet Explorer: <https://support.microsoft.com/en-us/kb/278835>
- 4.3.3 Microsoft Edge: <https://support.microsoft.com/en-gb/products/microsoft-edge> (Please note that there are no specific instructions at this time, but Microsoft support will be able to assist)
- 4.3.4 Safari (macOS): https://support.apple.com/kb/PH21411?viewlocale=en_GB&locale=en_GB
- 4.3.5 Safari (iOS): <https://support.apple.com/en-gb/HT201265>
- 4.3.6 Mozilla Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-Cookies-website-preferences>
- 4.3.7 Android: <https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DAndroid&hl=en> (Please refer to your device's documentation for manufacturers' own browsers)

5. Changes to this Cookie Policy

- 5.1 We may alter this cookie policy at any time. If we do so, details of the changes will be highlighted at the top of this page. Any such changes will become binding on you on your first use of our site after the changes have been made. You are therefore advised to check this page from time to time.
- 5.2 In the event of any conflict between the current version of this cookie policy and any previous versions, the provisions current and in effect shall prevail unless it is expressly stated otherwise.



6. Further Information

If you would like to know more about how we use cookies, our Data Protection project team can be contacted by email at dataprivacy@njlive.co.uk, by telephone on 020 8995 5166, or by post at Unit 6, Bell Industrial Estate, Cunnington Street, London, W4 5HB. Our ICO registration is ZA620570.

- 6.1 For more information about privacy, data protection and our terms and conditions concerning the Platform, please read our privacy policy

Version 3

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