

## Cookie Policy

Effective as of May 1, 2018, ADN Group Management ATF ADN Solutions Trust t/as Asset Data Manager (“Asset Data Manager”) also known as (“we” or “us” or “our”) have updated our Cookie Policy.

### 1. Introduction

This Cookie Policy (“Policy”) explains that we believe in being open and clear about how we use your information. In the spirit of transparency, this Policy provides detailed information about how and when we use cookies on our Website. For the purposes of this Policy, the term, “Website”, shall refer collectively to [www.assetdatamanager.com](http://www.assetdatamanager.com).

### 2. Does Asset Data Manager use Cookies?

Yes. The Asset Data Manager and our marketing partners, affiliates, and analytics or service providers use cookies and other technologies to ensure everyone who uses our Websites has the best possible experience.

### 3. What is a Cookie?

A cookie is a small text file that is placed on your hard drive by a web page server. Cookies contain information that can later be read by a web server in the domain that issued the cookie to you. Some of the cookies will only be used if you use certain features or select certain preferences, and some cookies will always be used. You can find out more about each cookie by viewing our current cookie list below. We update this list quarterly, so there may be additional cookies that are not yet listed. Web beacons, tags and scripts may be used in the Websites or in emails to help us to deliver cookies, count visits, understand usage and campaign effectiveness and determine whether an email has been opened and acted upon. We may receive reports based on the use of these technologies by our service/analytics providers on an individual and aggregated basis.

### 4. Why does Asset Data Manager use Cookies?

When you visit our Website, we may place a number of cookies in your browser. These are known as First Party Cookies and are required to enable to hold session information as you navigate from page to page within the website. For example, we use cookies on our Websites to understand visitor and user preferences, improve their experience, and track and analyze usage, navigational and other statistical information. You can control the use of cookies at the individual browser level. If you elect not to activate the cookie or to later disable cookies, you may still visit our Websites, but your ability to use some features or areas of the Websites may be limited.

## 5. How to disable Cookies

You can generally activate or later de-activate the use of cookies through a functionality built into your web browser. To learn more about how to control cookie settings through your browser:

Click [here](#) to learn more about the “Private Browsing” setting and managing cookie settings in Firefox;

Click [here](#) to learn more about “Incognito” and managing cookie settings in Chrome;

Click [here](#) to learn more about managing cookie settings in Microsoft Edge;

Click [here](#) to learn more about “InPrivate” and managing cookie settings in Internet Explorer; or

Click [here](#) to learn more about “Private Browsing” and managing cookie settings in Safari.

If you want to learn more about cookies, or how to control, disable or delete them, please visit [www.aboutcookies.org](http://www.aboutcookies.org) for detailed guidance. In addition, certain third party advertising networks, including Google, permit users to opt out of or customize preferences associated with your internet browsing. To learn more about this feature from Google, click [here](#).

Many jurisdictions require or recommend that website operators inform users/visitors as to the nature of cookies they utilise and, in certain circumstances, obtain the consent of their users to the placement of certain cookies.

The Website include third party social media features, such as the Facebook Like button, and third party widgets, such as the ‘Share This’ button or interactive mini-programs that run on the Websites. These features may collect your IP address, which page you are visiting on the Website, and set a cookie to enable the feature to function properly. Your interaction with these features is governed by the privacy policy of the third party company providing it.

We may use any of the following categories of cookies on the Website as detailed below.

### Each cookie falls within one of the four following categories:

Category	Description
1. Essential Cookies	Essential cookies (First Party Cookies) are sometimes called “strictly necessary” as without them we cannot provide many services that you need on the Website. For example, essential cookies help remember your preferences as you move around the Website.
2. Analytics Cookies	These cookies track information about visits to the Websites so that we can make improvements and report our performance. For example: analyse visitor and user behaviour so as to provide more relevant content or suggest certain activities. They collect information about how visitors use the Websites, which site the user came from, the number of each user’s visits and how long a user stays on the Websites. We

	might also use analytics cookies to test new ads, pages, or features to see how users react to them.
3. Functionality or Preference Cookies	During your visit to the Website, cookies are used to remember information you have entered or choices you make (such as your username, language or your region) on the Website. They also store your preferences when personalizing the Websites to optimize your use of Asset Data Manager. These preferences are remembered, through the use of the persistent cookies, and the next time you visit the Website you will not have to set them again.
4. Targeting or Advertising Cookies	These Third Party Cookies are placed by third party advertising platforms or networks in order to, deliver ads and track ad performance, enable advertising networks to deliver ads that may be relevant to you based upon your activities (this is sometimes called “behavioural” “tracking” or “targeted” advertising) on the Website. They may subsequently use information about your visit to target you with advertising that you may be interested in, on the Website and other websites. For example, these cookies remember which browsers have visited the Website.

#### List of Cookies used on Our Website:

Website Name(s)	Cookie Name	Cookie Purpose	Cookie Duration	Category
www.assetdatamanager.com	Google Analytics	Collects information about how visitors use the Websites, which website the user came from, the number of each user’s visits and how long a user stays on the Websites	2 years	Analytics
www.assetdatamanager.com	Google Analytics	Collects information about the visitors device and behaviour	Session	Marketing
www.assetdatamanager.com	Craft CMS	Collects information about the visitors device.	Session	Essential
www.assetdatamanager.com	Zendesk	Collects information about visitors device for use of customer support functionality	Session	Essential
www.assetdatamanager.com	ASPXAUTH	Collects information to determine if a user is authenticated	Session	Essential
www.assetdatamanager.com	ADM	Assists in managing user preferences in ADM application	Session	Essential
www.assetdatamanager.com	CKFinder_Path_it em	Used by ADM application file manager component to manage documents for User performance	Session	Essential
www.assetdatamanager.com	CKFinder_Path_maintenance	Used by ADM application file manager component to manage documents for User performance	Session	Essential

## 6. Cookies Subject to Change

The content of this Policy is for your general information and use only. These cookies are subject to change without notice. You acknowledge that this information may contain inaccuracies or errors and is subject to change and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.

## 7. Cookies Used in Our Services

In addition to using cookies on our Website as described above, we also use cookies and other tracking technologies in connection with your access to and use of the products and services which we market for subscription on our Website (our “Services”). How and why we use cookies and other tracking technologies in our Services is further explained in our User Terms found [here](#).

## 8. Updating This Policy

If there are any material changes to this Policy, you will be notified by the posting of a prominent notice on our Website prior to the change becoming effective. We encourage you to periodically review this page for the latest information on the Policy. Your continued use of the Website constitutes your agreement to be bound by such changes to this Policy. Your only remedy, if you do not accept the terms of this Policy, is to discontinue use of and access to the Website.

Last updated 1 May 2018