

## **Cookie Policy**

### What is a cookie?

Cookies are small text files which are sent to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies act as a memory for a website, allowing that website to remember your device on your return visits. Cookies can also remember your preferences, improve the user experience as well as tailor the adverts you see to those most relevant to you.

### How to refuse or withdraw consent to the use of cookies?

If you do not wish for cookies to be installed on your device, you can change the settings on your browser or device to reject cookies. For more information about how to reject cookies using your internet browser settings please visit the "Help" section of your internet browser. You can also go to [www.aboutcookies.org](http://www.aboutcookies.org) to find out more. Please note that, if you do set your Internet browser to reject cookies, you may not be able to access all of the functions of the site.

If you want to remove previously-stored cookies, you can manually delete the cookies at any time. However, this will not prevent the site from placing further cookies on your device unless and until you adjust the cookie setting of your Internet browser as described above.

If you do choose to disable cookies, this choice will only apply to the device you are using at the time. If you want to stop cookies being set on other devices, you will need to follow the relevant steps on each device.

### There are different types of cookies

#### First-party cookies:

These cookies are set by the website you are visiting. And only that website can read them.

#### Third-party cookies

These cookies are set by someone other than the owner of the website you're visiting. Our website may allow third-party cookies to be set by services that appear on it. These cookies are not in our control. For further information about how the third party uses cookies, please visit the relevant third party website.

You can change your browser settings to not to allow third parties to use cookies in this way by following the instructions as outlined above.

### Categories of cookies

#### Session cookies

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

#### Persistent cookies

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

### Type of cookies

#### Essential cookies

Essential cookies are technical cookies that are required for the operation of our sites. Without essential cookies our sites cannot operate properly.

#### Analytical/Performance cookies

These cookies help to improve the performance of the website.

#### Functional cookies

These cookies usually allow the website to remember choices you make to give you better functionality and personal features.

### Marketing/Advertising cookies

These cookies are used to provide marketing and specific tailored adverts to you. These cookies can be first and third party cookies.

### Usage of cookies:

We use cookies to ensure that we give you the best experience on our website.

To administer our websites and for various research purposes, we also have contracted with third-party service providers to track and analyse statistical usage and volume information from our website users.

We may change this Privacy Policy from time to time, and all changes will be effective at the time we post them.

## Privacy Policy

We are committed to protecting and respecting your rights to privacy and data protection and to complying with the provisions of all applicable data protection legislation and regulations.

This privacy policy sets out the uses and protection of any information that you give when you use this website. By using this website, you consent to the data practices described in this statement.

### Details of the information we may collect:

- Personal identification such as name
- Contact information such as email addresses and telephone numbers
- Demographic information such as post code
- Employment and background data
- Information about your business/company
- Online identification such as, software used, browser, referrer URL, time of the server request, country code, language, hostname of the device, name and version of the operational system IP or other unique identifier.  
Generally, we do not link IP addresses to anything that can identify you personally, which ensures you can remain anonymous. However, we will attempt to use IP addresses to identify a user when we deem it is necessary to protect our services and other users.
- Info on how long a user spends on the site, page visits and related statistics
- We may compare the data with external sources

Any personal data we collect during registration or otherwise is designed to allow us to:

- personalise the site for you
- give you access to, and to provide you with, the right kinds of information related to your enquiry
- enable us to compile statistical information for regulatory or business purposes
- help keep our website safe and secure and help to prevent fraud
- comply with where we have certain legal obligations (for example law enforcement agencies, courts and other organisations)

We will not transfer your personal data to any third parties unless:

- we have your consent to do so
- the third party is our subcontractor or a member of our group of companies, who is processing personal data on our behalf securely and in accordance with our instructions or
- it is otherwise authorised under the General Data Protection Regulation.
- it is a regulatory body, court or law enforcement agency and we have a legal obligation

### Third Party Sites:

Please be aware that some of the websites to which we provide links may collect personally identifiable information about you. We do and cannot control these sites and are not responsible for the content or practices of third party websites. Please consult the terms and conditions and Privacy Notice of the relevant third-party site to find out how that site collects and uses your information and to establish whether and for what purpose they use cookies.

### Social Media

The website uses various social media sharing tools. These sharing tools allow you to share content through social networks such as Facebook or Twitter.

### Data Retention

Any personal data that you give us will be treated with the utmost care and security. We will hold your personal information on our systems for as long as it is still used for the purpose stated when originally requested.

### Age

Our services are not directed at people under the age of sixteen, and we request that they not provide us any Personal Data. We will erase any such data that is inadvertently provided or stored.

### Your Rights

From 25 May 2018, in accordance with new EU data protection laws which will be in force from that date, you will have certain additional rights in respect of the information that we hold about you, including:

You have the right to withdraw your consent for our use of your information in reliance of your consent.

You have the right to object to our using your information on the basis of our legitimate interests.

You have the right to obtain an easily readable and transferrable copy of any personal data that you provided to us pursuant to a consent or for performance of a contract.

You have the right to request that we update, correct, remove or delete all your personal data retained or used by it and to no longer store or otherwise process it.

We will respond to your request to exercise these rights without delay and within one month without charge.

In accordance with legislation we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive. Alternatively, we may refuse to comply with your request in these circumstances. We will try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made several requests. In this case, we will notify you and keep you updated.

If we are in doubt about your identity, when making the request we will need to request specific information from you to help us confirm your identity. This is to ensure your right to access your personal data or to exercise any of your other rights. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

You have the right to lodge a complaint about us to the UK Information Commissioner's Office or the relevant authority in your country of work or residence.

We may change this Privacy Policy from time to time, and all changes will be effective at the time we post them.