

# Cookie Policy

#### 1.0 What are cookies and how do they work

- 1.1 Cookies are small bits of text that are downloaded to your computer or other device when you visit a website. Your browser sends these cookies back to the website every time you visit the site again, so it can recognise you and can then tailor what you see on the screen.
- 1.2 Most browsers allow you to refuse to accept cookies. This will, however, have a negative impact upon the usability of many websites.
- 1.3 We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: http://www.google.com/privacypolicy.html.

#### 2.0 What information do we collect?

- 2.1 We may collect, store, and use the following kinds of personal data. Information about your computer and about your visits to and use of this website, such as your IP address, geographical location, browser type, referral source, length of visit and number of page views. Information that you provide to us when registering, email notifications and any other information that you choose to send to us.
- Personal data submitted on our website will be used for the purposes specified in our Privacy Notice

### 3.0 How to manage cookies

- 3.1 Most browsers will enable you to manage your cookies preferences e.g. have the browser notify you when you receive a new cookie or use it to disable cookies altogether. If you do decide to disable or delete them altogether some sites will not work as well as they rely on cookies to provide you with the service, you have requested.
- 3.2 If you do not wish to allow us and third-party organisations to use cookies within our emails, such as pixel tags, the best way to do this is not to enable images when you view our emails. In other words, only view the plain text of the email.

## 4.0 Policy amendments

4.1 We may update this policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you have the most up to date version.