

## **COOKIE POLICY**

NOTE ON TERMS - reference to “you” and “your” in this document also includes “your client(s)”.

### **Use of cookies**

A cookie is a small text file which is placed onto your computer (or other electronic device) when you access our website. We use cookies and may use other online tracking devices on this website. We may use this information to:

- recognise you whenever you visit this website (this speeds up your access to the website)
- obtain information about your preferences, online movements and use of the internet;
- carry out research and statistical analysis to help improve our content, products and services and to help us better understand our visitor and/or customer requirements and interests;
- target our marketing and advertising campaigns and those of our partners more effectively by providing interest-based advertisements that are personalised to your interests; and
- make your online experience more efficient and enjoyable.

The information we obtain from our use of cookies will not usually contain your personal data. Although we may obtain information about your computer or other electronic device such as your IP address, your browser and/or other internet log information, this will not usually identify you personally. In certain circumstances we may collect personal information about you - but only where you voluntarily provide it (e.g. by completing an online form) or where you purchase goods or services from us.

In most cases we will need your consent in order to use cookies on this website. The exception is where the cookie is essential in order for us to provide you with a service you have requested (e.g. to enable you to put items in your shopping basket and use our check-out process).

All cookies used by and on our website are used in accordance with current cookie law which is governed by the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003.

### **Consent - notification on website**

Before cookies are placed on your computer or device, you will be shown a pop-up banner on screen 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; however certain features of our website may not function fully or as intended.

### **Third-party cookies**

We may work with third party suppliers who may also set cookies on our website, for example *e.g. Facebook, Twitter, YouTube and Adobe Flashplayer which we use to display video content*). These third-party suppliers are responsible for the cookies they set on our site. If you want further information, please go to the website for the relevant third party.

### **How to turn off cookies**

If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of this website. For further information about cookies and how to disable them please go to the Information Commissioner’s webpage on cookies:

<https://ico.org.uk/for-the-public/online/cookies/>.