# **Privacy and Cookie Policy**

We respect your privacy. Below is an outline of the information that we gather via this website and how it is used. By using this website you are giving us permission to use cookies in a safe and productive manner.

### **Cookies**

#### What are cookies?

When you visit a website cookies are simple text files which are stored on a user's computer. For example an online ordering system could be developed using cookies that would remember what's in the customers shopping cart. Don't worry, cookies are not viruses and will not harm your computer.

#### **Information We Collect**

Some cookies on this site are essential, and the site won't work as expected without them. These cookies are set when you submit a form or interact with the site by doing something that goes beyond clicking on simple links. We use cookies to anonymously track visitors to enhance your experience of the site, by using this site you are agreeing to these terms. We don't store personal information on visits obtained via cookies. We only collect personal information that you provide by filling in forms on our website.

### **Third Party Links**

Links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies as we have no control over them.

If you want to adjust your cookie preferences you can do this within your browser settings.

### **Site Visits**

Whenever you request a page through your browser, data such as:

- your IP address
- browser and version
- operating system
- · date and time and the site from which you came

are stored in a log file and/or database. This information cannot be used to identify specific individuals, and is only used for:

- Website and system administration
- research and development
- anonymous user analysis

## Use of cookies

Our website automatically deploys a cookie on your computer when you arrive at our website, provided cookies are not blocked by your browser.

On 27th May 2011, the EC introduced a directive called Privacy and Electronic Communications Regulation 2011 which requires the owners of websites to get specific approval from the visitor if cookies are deployed.

You can easily restrict or block the cookies used by this website through your browser settings. The Help function within your browser will provide detailed instruction of how to change these settings.

You might also want to visit <u>www.aboutcookies.org</u> which provides instructions on how to block cookies on all the major browsers. This site also explains how you can delete cookies that have already been stored on your computer as well as general information about cookies.

You should be aware though that most cookies are harmless and restricting them may impact on the functionality of the websites you visit.