





For public use

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## What is a cookie?

Cookies are text files containing small amounts of information which are downloaded to your device when you visit this website. Cookies are then sent back to this website on each subsequent visit allowing this website to recognise your device.



### What are cookies used for?

Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve your experience. The cookies used or that will be used from time to time on this website have been categorised based on the categories found in the ICC UK Cookie guide.

## What types of cookies do we use?

We use **session cookies**. These cookies allow us to link your actions during a browser session. A browser session starts when you open and finishes when you close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted. Because the session cookies are temporal, they do not accumulate information from the user's computer or the user's identity. However, these cookies are essential for your browser experience. They remember choices you make (such as your name, language or the region you are in) in order to provide enhanced, more personal features.

Within this category we use the following cookies: \_session\_id and locale.

We do not use cookies to collect information about your browsing habits in order to make advertising relevant to you and your interests (so called "targeting cookies" or "advertising cookies").

#### How to control cookies?

You can see what Cookies are used by this website by using online services such as these offered by <a href="http://www.cookie-checker.com">http://www.cookie-checker.com</a> or <a href="http://www.onlinecookieaudit.com/">http://www.onlinecookieaudit.com/</a> or by checking your web browser.

For Microsoft Internet Explorer 8.0 - 11.0 you need to select the 'Tools->Internet Options' menu item, and then click the 'Settings' button under the 'General' tab. Click the 'View Files' button to see a list of the temporary internet files that Explorer has stored. Cookies have names that begin with 'cookie:' - the Internet Address column will tell you which website created the cookie.

For Google Chrome you need to choose 'Settings' on the 'parallel bars' button (or the 'Customize and control' menu) and click 'Show advanced settings' at the bottom of the screen. In the 'Privacy' section, click on the 'Content settings...' button then click the 'all cookies and site data' button. You will be shown a list of all websites which have stored cookies on your computer. Selecting a website allows you to see the cookies, and selecting a cookie shows you the data stored in it.

For other browsers you may rely on the explanations in <a href="http://www.wikihow.com">http://www.wikihow.com</a> or other public sources.

You can control and/or delete cookies as you wish. You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.

## **Privacy**

We are committed to respecting your privacy. If you get in contact with us, we will only use information you supply to answer your questions or provide you with information about our products and services. We do not share any information you may provide with any third parties. We do not collect any other information about you as a visitor to this site, except that which is gathered by the cookies listed above. The cookie-related information is not used to identify you personally and the data collected on your browsing behaviour on our website is kept in fully secure conditions. These cookies are not used for any purpose other than those described here.

# Security of your information

Any information collected via this website is used only in order to provide the services of this website. We are committed to making sure that all information is secure, accurate and treated in accordance with this policy. We have put in place suitable procedures to safeguard the information we collect in order to prevent unauthorised access or disclosure.



