## **Cookie Policy**

### Introduction

This policy provides clear information about the cookies and similar methods used and our purposes for using them. It contains 3 sections and 2 support documents.

- 1. Introduction
- 2. Consent
- 3. 3rd Parties
- A. Information about Cookies
- B. How to Change Your Settings

This website uses cookies to help distinguish you from other visitors which helps provide you with a better experience when you use the website. We measure visitor activity but keep the information anonymous.

#### **Your Consent**

By continuing to use the website you are agreeing to the placement of cookies on your device by us and our third party service providers. Please read this Cookie Policy carefully for details about the information they collect from and about you.

If you do not wish to permit this use of cookies in connection with your use of the website then you must:

- a) Stop using the website; or
- b) Disable cookies via your browser settings (see below); or
- c) Disable cookies individually.

Note that disabling cookies may affect the functionality of the website and may prevent you from being able to use certain features.

You may withdraw consent at any time. To do so, you need to delete your cookies using your internet browser settings, and disable cookies.

### **Third Party Providers**

## (i) Google

We use Google for site analytics. Their privacy policy is here: http://www.google.com/intl/en/policies/privacy/

To opt out you may also download and install the following tool: https://tools.google.com/dlpage/gaoptout?hl=en

## (ii) Vimeo

We use Vimeo to embed videos onto the website. Cookies are used by Vimeo to track information about how the Vimeo service is being used, so Vimeo can make improvements and report on performance. Their privacy policy is here: https://vimeo.com/cookie\_policy

# A) Information about Cookies

**What is a cookie?** A cookie is a small file of letters and numbers stored on your browser or the hard drive of your device. Unless you have adjusted your browser setting to refuse cookies, the website will issue cookies as soon as you visit it.

First-party cookies: Set by a website being visited by the user at the time.

**Third-party cookies:** Set by a site other than the site visited by the user at the time.

**Persistent cookies:** Remain on a user's device for a period of time specified by the cookie and activated each time the user visits the website that created the cookie.

**Session cookies:** these cookies allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

**Strictly Necessary cookies:** let you use the website and it's features such as form submission. Accepting these cookies is a condition of using the website, so if you prevent these cookies we can't guarantee how the website will perform.

**Performance cookies:** collect information on site use e.g. pages visited, and if you experience errors. These do not collect any information that could identify you and are only used to help us improve how the website works, understand what interests our users and measure the effectiveness of any marketing.

Specifically, we use performance cookies to:

- Carry out web analytics i.e. statistics on how the website is used
- Help us improve the Site by measuring any errors that occur
- Provision of embedded video content

Some of our performance cookies are managed for us by third parties. We do not allow the third party to use the cookies for any purpose other than those listed above.

By using the website without restricting cookie usage using the browser settings within your own control, you accept the use of Performance cookies. Accepting these cookies is a condition of using the website, so if you prevent these cookies we can't guarantee how the website will perform.

**Targeting cookies:** Track your visit to the website and other websites, including the pages you have visited and the links you have followed. This allows third parties to display targeted ads to you on the websites you visit. We **do not use** targeting cookies on this website.

We hope this information on cookies helps you understand our policy. For Information on how to delete or block cookies, see (B) below.

# B) How to delete and block our cookies

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies), you may not be able to access all or parts of the website. Remember, unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon as you visit our site.

### Changing your cookie settings

Please note that internet browsers allow you to change your cookie settings. These settings are usually found in the 'options' or 'preferences' menu of your internet browser. In order to understand these settings, the following links may be helpful. Otherwise you should use the 'Help' option in your internet browser for more details.

- Cookie settings in Internet Explorer
  <a href="https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies#ie=ie-10">https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies#ie=ie-10</a>
- Cookie settings in Firefox <u>https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer</u>
- Cookie settings in Chrome https://support.google.com/chrome/answer/95647?hl=en
- Cookie settings in Safari
  <a href="https://support.apple.com/en-gb/guide/safari/manage-cookies-and-w">https://support.apple.com/en-gb/guide/safari/manage-cookies-and-w</a>
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#### **More Information About Cookies**

- Cookies and You https://cookiesandyou.com/

- The Regulator https://ico.org.uk/your-data-matters/online/cookies/

- Internet Advertising Bureau http://www.youronlinechoices.eu