

## **Cookies & Privacy Policy**

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We are committed to safeguarding the privacy and confidentiality of our clients, potential clients and website visitors. We understand the importance of this, and that individuals are rightly concerned that their data will not be used for any purpose unintended by them.

This Privacy Policy sets out to explain what happens to any personal data that you may provide or that is collected from you.

### **1. Cookies**

Google Analytics is the third party tool we use.

By using the website, you consent to the usage of data captured by the use of cookies. Cookies allow us to measure how user interact with our website content.. If you wish to turn off cookies, please adjust your browser settings. Our website will continue to function without cookies.

We use cookies to track visitors to our website; these details are in no way personal or identifiable details and will never be shared. Page views, source and time spent on website are part of the user website activities information we can see with this cookie. This information cannot be tracked back to any individual.

Using Google Analytics we can take account of which content is popular, helping us to provide you with reading and viewing materials which you will enjoy and find useful in the future.

Should you not wish for your website visits to be recorded by Google Analytics, you are able to opt-out with the addition of a browser add-on: <https://tools.google.com/dlpage/gaoptout?hl=en-GB>

For each visitor to our web page, our web server will not hold any information regarding the domain or email address.

If you supply us with your postal address you will only receive the information for which you provided us your address.

Persons who supply us with their telephone numbers will only receive telephone contact from us with information regarding enquiries placed online.

If you do not want to receive emails from us in the future, please let us know by sending us an email at the above address.

### **3. Personal Identification Information**

We may collect personal identification information from users in a variety of ways, including, but not limited to when users visit our site, subscribe to our newsletter or fill out a form, and in connection with other activities, services, features or resources we make available on our site. Users may be asked for, as appropriate: name, email address and phone number.

However, users may visit our site anonymously. We will only collect personal identification information from users if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, except that it may prevent them from engaging in certain site related activities.

### **4. How We Store & Protect Your Information**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of

your personal information, username, password, transaction information and data stored on our site.

Visitors to the website, clients and potential clients can have any inaccurate contact information corrected by sending us an email at the above address.

### **5. Sharing your Personal Information**

We do not sell, trade or otherwise transfer to outside parties your personally identifiable information.

This does not include trusted third parties and service partners who assist us in conducting our business, assist us in operating our website or in servicing your specific requirements. This is subject to those parties agreeing to keep this information confidential.

We may also release your information should we believe release is appropriate to comply with the law or protect ours or others rights, property or safety.

### **6. Variations to the Policy**

From time to time, we may use customer information for new, unanticipated uses that have not been previously disclosed in our privacy notice. If our information practices change at some time in the future we will post the policy changes to our website to notify you of these changes. For these new purposes, we will only use data collected from the time of the policy change forward. If you are concerned about how your information is being used, you should check back at our website periodically.

Customers may prevent their information from being used for purposes other than those for which it was originally collected by emailing us at the above address.

If you feel that this site is not following its stated information policy, you may contact us at the address listed above.