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Modern browsers provide the option to change the cookie settings. These settings are usually found under the "Options" section or in the "Preferences" menu of your browser.

If you would like information about cookies and on how to restrict or block cookies, please visit www.allaboutcookies.org- more information can be found in the How to control and delete cookies section below. Please be aware that declining or denying cookies may prevent you from being able to use the Website to its highest capability.

In order to comply with new rules, we use a system of classifying the different types of cookies which we use on this Website, or which may be dropped by third parties through our websites. The classification was developed by the International Chamber of Commerce UK and explains more about which cookies we use, why we use them and the functionality you will lose if don't want to have them on your device.

What is a Cookie?

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device and support relevant information and functionality. They also enable us to keep the website and information, up to date, relevant and error free and provide information about how the website is used. You can find more information about cookies at www.allaboutcookies.org and www.youronlinechoices.eu.

Cookies Used on the Website?

A list of the main cookies used on this Website is set out below. We will review and update this list on a regular basis.

The categories of cookies which are used are:

Strictly necessary cookies

These cookies enable services you have specifically asked for. For those types of cookies that are strictly necessary, no consent is required. These cookies are essential in order to enable you to move around the Website and use its features, such as accessing secure areas of the Website. Without these cookies services you have asked for, like shopping baskets or e-billing, cannot be provided.

View details of strictly necessary cookies on this Website:

Performance cookies

These cookies collect anonymous information on the pages visited. By using the Website, you agree that we can place these types of cookies on your device. These cookies collect information about how visitors use the Website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect



information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how the Website works.

Functionality cookies

These cookies remember choices you make to improve your experience. By using the Website, you agree that we can place these types of cookies on your device.

These cookies allow the Website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise.

They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect is anonymised and they cannot track your browsing activity on other websites.

Third Party Cookies

This website uses a number of suppliers who also set cookies on our website on our behalf in order to deliver the services that they are providing. A list of all third party cookies that are used on this Website and what each is used for appears below.

Social Media & Sharing Tools

This Website utilises social media and sharing tools throughout the Website including but not limited to Facebook, Twitter, YouTube, LinkedIn, StumbleUpon, Digg and Delicious. Using these elements of the Website allows these service providers to set cookies on your device and track your behaviours within their platforms. Social media and sharing tool providers may also detect your presence on this Website if you are logged into their services. The cookies set and tracking carried out by these third party providers is not under our control. For further information please view the privacy policies of these third parties.

Duration of Cookies

Cookies are either Persistent cookies or Session cookies:

Persistent cookies – these cookies remain on a user's device for the period of time specified in the cookie. They are activated each time that the user visits the Website that created that particular 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.

How to control and delete cookies

You can delete the files that contain cookies – those files are stored as part of your internet browser. If you wish to restrict or block the cookies which are set by this Website or indeed any other website, or if you wish to receive notification of cookie placement requests or decline cookies completely, you can do this through your browser settings. The Help function within your browser should tell you how. Please be aware that declining or denying cookies may prevent you from being able to use the Website to its highest capability.



Alternatively, you may wish to visit www.allaboutcookies.org which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your computer as well as more general information about cookies. For information on how to do this on the browser of your mobile device you will need to refer to your manual.

Performance and functionality cookies.

This Website uses Google Analytics, a web analytics service provided by Google, Inc. Google Analytics sets a cookie in order to evaluate our use of our Website and compile reports on user activity. Google stores the information collected by the cookie on servers in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google.

We also use Gaia Insight to enable us to understand how visitors interact with the website particularly the paths visitors take through the Website. This data is used to help understand how visitors interact with the Website and the way in which they navigate through it. Your IP address and other personally identifiable data are not associated with any other data held by Gaia Insight.

Third party cookies:

N.B. IDE cookies: are cookies set by a third party called DoubleClick and are used for serving targeted advertisements that are relevant to the website.

YSC: registers a unique ID to keep statistics of what videos from YouTube a user has seen

VISITOR_INFO1_LIVE: this estimates the users' bandwidth on pages with integrated Youtube videos.

Siteimproveses: this is used purely to track the sequence of pages a visitor looks at during a visit to the website.

NID: These cookies are used by Google to store user preferences and information while viewing the pages with Google maps on them.

CONSENT: This is a consent setting cookie.

1P_JAR: This is a cookie used by Google to collect website statistics and track conversion rates.

PREF: This registers a unique ID that is used by Google to keep statistics of how the visitor uses Youtube videos across different websites.

Links to Social Media and Sharing Sites & Links to privacy statements of 3rd parties

- o <http://sharethis.com/privacy#sthash.gO2ZoaJV.dpbs>
- o <https://www.facebook.com/about/privacy>
- o <http://www.google.com/intl/en/policies/privacy/> - YouTube
- o <http://www.google.com/intl/en/policies/privacy/> - Google+
- o http://www.linkedin.com/static?key=privacy_policy
- o <http://digg.com/privacy>

<http://info.yahoo.com/privacy/us/delicious/>

Policy Changes

This policy replaces all previous versions and is correct as at April 2018. We reserve the right to change the policy at any time. Any changes to this policy will be posted here.

Director



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