

[COMPANYNAME] COOKIE POLICY

This Cookie Policy explains how [COMPANY NAME] ("we") use cookies on our website.

1. What are cookies

Cookies are small data files which our website may place on your computer or mobile device when you visit it. They help us understand how you use our website, they allow our website work more efficiently and they facilitate and improve your website user experience.

2. Cookies we use

Session cookies

They make it easier to use our website by keeping track of your movement from page to page so you do not get asked for the same information you have already provided. This way, you can quickly and easily navigate around it without having to authenticate or reprocess each new page you visit.

These cookies are automatically deleted when you close your web browser.

Persistent, permanent or stored cookies

They help our website remember your navigation preferences and settings when you visit again in the future, for example, language selection. They are also used to remember if you were logged in to a website. They therefore speed up and enhance your website user experience.

These cookies will not usually collect or store any personal information about you unless you provided that information into the website yourself. They are placed on your computer or mobile device until they expire or you delete them.

Third-party cookies

We do not create or read third-party cookies for advertising, dynamic remarketing or any other marketing purpose.

Google Analytics

We use Google Analytics to measure and improve the performance of our website and create statistical reports on our website activity (e.g. number of visitors and page views, types of browsers used, purchases, etc.). We do not share any personal data about you with Google Analytics.

3. Your rights

We will only use cookies which personally identify you, your computer or mobile device if:

- You have agreed to it; or
- We have legitimate reason to do so, such as for fraud prevention or debt collection.

You have the right at any time to:

- Withdraw your agreement to the use of cookies;
- Refuse cookies altogether;
- Delete cookies that have already been set;
- Modify your cookie settings.

If you wish to restrict, block or delete cookies yourself, you can do this through your browser settings. The 'Help' function within your browser should tell you how. Alternatively, you may wish to visit www.aboutcookies.org or www.allaboutcookies.org, which contains comprehensive information on how to do this on a wide variety of desktop browsers. For information on how to do this on the browser on your mobile phone you will need to refer to your handset manual.

To opt out from Google Analytics visit <https://tools.google.com/dlpage/gaoptout>.

Please note that by refusing, deleting or disabling session or persistent cookies you may not be able to access certain areas or features of our website.

4. How to contact us

If you have any questions about our Cookie Policy or the use of cookies on our website, please contact our Data Protection Officer, the details of which are below:

Data Protection Officer

[COMPANY NAME]

[POSTAL ADDRESS]

Data.Protection@CollinsonGroup.com

If you want to learn more about cookies, you can contact the Information Commissioner's Office (ICO). Further information can be found at <https://ico.org.uk>, www.aboutcookies.org or www.allaboutcookies.org.

5. Other websites

Our website may contain links to other websites. This Cookie Policy only applies to our website so when you link to such other websites, you should read their own cookie policies.

6. Changes to our policy

We keep our Cookie Policy under regular review and we will make any new versions available on our website. This Cookie Policy was last updated on [DATE OF ISSUE].