

## Privacy & Cookies

We'd like to notify all users that this website uses cookies. Cookies are small text files that are temporarily stored on your computer when visiting websites and are necessary for the normal operation of most sites. They help to ensure our users get the most out of our website, for example by helping to reduce how long it takes to load a page or remembering your viewing preferences from a previous visit. If cookies are de-activated, it may prevent you from using parts of the website.

If information is collected via forms submitted by users to our website- for example, email newsletter subscriptions and general enquiries it is retained for administration purposes only and will never be used for any other purpose than is explicitly stated or implied at the point of submission, nor will it be passed to a third party without your express permission. You are entitled to contact us at any point to request what personal information we might hold about you, and instruct us to remove it from our records if required.

Our website uses Google Analytics to track visitor statistics. Analytics tracks simple information such as how you arrived on our website, what content you read the most and how to move around the website. We use this information to help improve our website and the ways in which you can access it, so you get a better experience the next time you visit. All information gathered through Analytics is anonymous and we never knowingly collect any personal and/or identifying information. We do not share this information with any other third party beyond our appointed administration team.

Please note that as Google Analytics is provided by a third party and the information they collect is therefore outside our control, we cannot accept responsibility for any changes in their service.

If you find any services operated on our site through the use of cookies are overly intrusive, you can usually disable cookies from within your internet browser's 'options' or 'settings' menu.

Please note that we cannot be held responsible for the content or use of cookies on external websites.

There is lots of guidance explaining what cookies are and what they can do. If you want more information you can visit these sites:

<http://www.allaboutcookies.org>

<http://www.ico.gov.uk>