

# Website Privacy & Cookie Notice

## Website Privacy Policy

We are committed to protecting and preserving the privacy of visitors when using our websites or communicating electronically with us. This policy covers the use of personally identifiable information that is collected in this way.

This policy will be reviewed regularly and may be updated from time to time.

## Information management

Where you voluntarily choose to give us your personal details, the personal data you provide to us will be used exclusively for providing you with the information or service you have requested. We will always take all reasonable precautions to make sure that your data remains secure and is handled in accordance with both this Website Privacy Policy and our Data Protection Policy. Sometimes, we will need to send personally identifiable information about you to other organisations. We will only do this without your consent where data protection legislation (principally the Data Protection Act 2018 and the General Data Protection Regulation) permits us to do so. Where special category, sensitive personal data such as medical information is involved, the circumstances in which data protection legislation would permit disclosure without your consent are very limited. Please be aware that data protection legislation provides a high level of protection for personal data.

## Data Protection

We are committed to safeguarding your personal information. Whenever you provide such information, we will use and store your information in line with both our Data Protection Policy and all legislation and regulations concerning the protection of personal information. You can find our Data Protection Policy under our list of policies on this website.

## Security

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. While we strive to keep the information that you supply secure, please be aware that the Internet is not a fully secure medium. We use secure servers for collecting sensitive information.

## Website Cookie Policy

When we provide services, we want to make them easy, useful and reliable. Where services are delivered on the internet, this sometimes involves placing small amounts of information on your device; for example, computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally.

These pieces of information are used to improve services for you through, for example:

- enabling a service to recognise your device so you don't have to give the same information several times during one task
- recognising that you may already have given a username and password so you don't need to do it for every web page requested
- measuring how many people are using services, so they can be made easier to use and there's enough capacity to ensure they are fast

Cookies do not contain any personal information about you and cannot be used to identify an individual user. If you choose not to accept the cookie, this will not affect your access to the majority of facilities available on our website.

All computers have the ability to decline cookies. You can easily decline or remove cookies from your computer using the settings within the settings or options section in your browser control panel.

**By using our site you agree to accept these policies and are aware that our policies may change with time. Any changes to these policies will appear on this web page.**