

## INFORMATION ABOUT OUR USE OF COOKIES

Our website uses cookies to distinguish your visit to our website from that of other users. This helps us to understand and improve upon your experience when browsing our website. In order to benefit from the full functionality of our site, you must first expressly consent to the use of cookies via our cookie banner. If you choose not to give this consent then only the cookies deemed 'strictly necessary' (see below) will be used and unfortunately the functionality of our site may be limited.

A cookie is a small file of letters and numbers which is stored on your browser or the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive.

Types of cookies we use and why we use them:

- **Strictly necessary cookies.** These are cookies that are required in order for you to load our website. These cookies include, for example, information that enables you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
- **Analytical/performance cookies.** These allow us to recognise and count the number of visitors and have an insight into how visitors use our website. This helps us to improve the way our website works, for example, by allowing us to ensure that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise your return to our website, so that we can personalise our content for you, welcome you back by name and remember any preferences (for example, your choice of language or region).
- **Targeting cookies.** These cookies record your movement around our website, the pages you have visited and the links you have followed. We will use this information to make our website and the functionality within it more relevant to your interests. We may also share this information with third parties (such as Google) for this purpose.

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site. You can also withdraw your consent to cookies at any time by blocking cookies via your browser and deleting any existing cookies from your browser/PC.

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies online using a search engine or via these links:

- (a) <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
- (b) <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox);
- (c) <http://www.opera.com/help/tutorials/security/cookies/> (Opera);
- (d) <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
- (e) <https://support.apple.com/kb/PH21411> (Safari); and
- (f) <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).

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<https://www.4siteconsulting.co.uk/cookies.html> or follow the link on our homepage.

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