

RED DOOR LETS

DATA PROTECTION POLICY

This Policy has been approved and authorised by:

NAME:	Helen Ogden
POSITION:	Company Data Protection Officer
REVIEW DATE:	24th May 2019

Date of Implementation:	25th May 2018
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ICO Registration No:

CONTENTS

1.	Introduction
2.	Definitions
3.	Data Protection Principles
4.	Lawful, Fair, and Transparent Data Processing
5.	Processing for Specified, Explicit and Legitimate Purposes
6.	Adequate, Relevant and Limited Data Processing
7.	Accuracy of Data and Keeping Data UpToDate
8.	Timely Processing
9.	Secure Processing
10.	Accountability
11.	Privacy Impact Assessments
12.	The Rights of Data Subjects
13.	Keeping Data Subjects Informed
14.	Data Subject Access
15.	Rectification of Personal Data
16.	Erasure of Personal Data
17.	Restriction of Personal Data Processing
18.	Data Portability
19.	Objections to Personal Data Processing
20.	Automated Decision-Making
21.	Profiling
22.	Personal Data
23.	Data Protection Measures
24.	Organisational Measures
25.	Data Breach Notification
26.	Website Policy
27.	Cookies Policy

1. Introduction

This document outlines the policy of Red Door Lets with regards to handling our data protection obligations and the rights of customers to comply with the General Data Protection Regulations ("GDPR").

We are committed to compliance with the GDPR. We will as a minimum meet the letter of the law, but wherever possible we will also look to exceed it.

This policy sets out the procedures that are to be followed when dealing with personal data. The

procedures and principles set out herein must be followed at all times by us, our employees, sub-agents, contractors, or other parties working on our behalf to ensure the correct, lawful, and fair handling of all personal data.

2. Definitions

Customers	Data Subjects
Data Subjects	Any person we obtain personal information from, including property sellers, buyers, landlords, applicants and tenants.
Data Controller	a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed.
GDPR	The General Data Protection Regulations
ICO	Information Commissioners Office
Personal Data	Any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
Company/We/Us/Our	Red Door Lets; Haus Student; Red Door Lets; 25, Headingley Lane, Headingley, Leeds, LS6 1BL

3. Data Protection Principles

3.1 We aim to ensure compliance with the principles of the Regulations and as such all personal data must be:

- a) Processed lawfully, fairly, and in a transparent manner in relation to the data subject;
- b) Collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- d) Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, is erased or rectified without delay;
- e) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the Regulation in order to safeguard the rights and freedoms of the data subject;
- f) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction

or damage, using appropriate technical or organisational measures.

4. Lawful, Fair, and Transparent Data Processing

4.1 GDPR requires that personal data is processed lawfully, fairly, and transparently, without adversely affecting the rights of the data subject. To ensure we are compliant we will only process data where:

- a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- b) It is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract;
- c) It is necessary for compliance with a legal obligation to which the controller is subject;
- d) It is necessary to protect the vital interests of the data subject or of another natural person;
- e) It is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- f) It is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the fundamental rights and freedoms of the data subject which require protection of personal data.

5. Processing for Specified, Explicit and Legitimate Purposes

5.1 We collect and process the personal data set out in Section 22 below. This may include personal data received directly from data subjects when we directly interact with them.

5.2 It may also include data received from third parties. Third parties include, but are not restricted to –GHBA Holdings, CS Mortgages, AgencyConvey, Vouch, Landlords, Tenants and Employers.

5.3 We only process personal data for specific purposes –

- a) As set out in Section 22 of this Policy; &
- b) For other purposes expressly permitted by GDPR; &
- c) For the purposes meeting any statutory obligation we have; &
- d) Complying with any other legal obligation.

5.4 The purposes for which we process personal data will be informed to data subjects –

- a) Within our written Terms of Business;
- b) Within our written application or registration forms;
- c) On our Website;
- d) Verbally at the time information is taken;
- e) As soon as possible after collection where it is obtained from a third party.

6. Adequate, Relevant and Limited Data Processing

We only collect and process personal data that is adequate, relevant and limited for to the extent necessary to provide the service we agreed or for the specific purpose(s) informed to data subject.

7. Accuracy of Data and Keeping Data Up-To Date

We will ensure that all personal data collected and processed is accurate when collected. Then reviewed at intervals thereafter to ensure it remains up to date. Appropriate steps will be taken, in a timely manner, and where possible without corrupting existing data to amend or erase inaccurate or out-of-date data.

8. Timely Processing

We will not keep personal data for any longer than is necessary, considering the purposes for which that data was originally collected and processed. When the data is no longer required appropriate steps will be taken, in a timely manner, and where possible without corrupting existing data to amend or erase inaccurate or out-of-date data.

9. Secure Processing

We will ensure that all personal data collected and processed is kept secure and protected against unauthorised or unlawful processing and against accidental loss, destruction or damage. Further details of the data protection and organisational measures which will be taken are provided in Parts 23 and 24 of this Policy.

10. Accountability

10.1 Our Data Protection Officer is Helen Ogden

10.2 We will retain internal records of all personal data collected, held and processed, which will include the following information:

- a) The details of any third-party data controllers any third parties that will receive personal data from us;
- b) The purposes for which we process personal data;
- c) The length of time the data will be held;
- d) Details of the measures we take to ensure security of personal data.

11. Privacy Impact Assessments

11.1 We will carry out Privacy Impact Assessments when and as required under the GDPR. Privacy Impact Assessments will be managed by Red Door Lets and will address the following areas of importance:

- a) The purpose for which personal data is being held and processed and the processing operations that will be carried out;
- b) Confirmation of the legitimate interests we are pursuing;
- c) An assessment of the necessity and proportionality of the data processing, considering the purpose for which it is being processed;
- d) An assessment of the risks posed to individual data subjects and details of the measures in place to minimise and handle risks including safeguards, data security, and other measures and mechanisms to ensure the protection of personal data, sufficient to demonstrate compliance

with the GDPR.

12. The Rights of Data Subjects

12.1 The GDPR sets out the following rights applicable to data subjects:

- a) The right to be informed;
- b) The right of access;
- c) The right to rectification;
- d) The right to erasure (also known as the 'right to be forgotten');
- e) The right to restrict processing;
- f) The right to data portability;
- g) The right to object;
- h) Rights with respect to automated decision-making and profiling.

13. Keeping Data Subjects Informed

13.1 We will ensure that the following information is provided to every data subject when personal data is collected:

- a) Details of
- b) The purpose(s) for which the personal data is being collected and will be processed and the legal basis justifying that collection and processing;
- c) Where applicable, the legitimate interests we justify its collection and processing;
- d) Where the personal data is not obtained directly from the data subject, the categories of personal data collected and processed;
- e) Where the personal data is to be transferred to one or more third parties, details of those parties;
- f) Details of the length of time the personal data will be held by us (or, where there is no predetermined period, details of how that length of time will be determined);
- g) Details of the data subject's rights under the Regulation;
- h) Details of the data subject's right to withdraw their consent to processing of their personal data at any time;
- i) Details of the data subject's right to complain to the ICO;
- j) Details of any legal or contractual requirement or obligation necessitating the collection and processing of the personal data and details of any consequences for the data subject for failing to provide it;
- k) Details of any automated decision-making that will take place using the personal data (including but not limited to profiling), including information on how decisions will be made, the significance of those decisions and any consequences.

13.2 The information set out above in Section 12.1 will be provided to the data subject –

- a) At the time of collection where we obtain the data ourselves; or
- b) At the time of the first communication, if the personal data is used to communicate with the data subject, or
- c) Before the personal data is disclosed, if it is to be disclosed to another party; or
- d) In any event, not more than one month after the date we obtained the personal data.

14. **Data Subject Access**

- 14.1 A data subject may make a Subject Access Request (SAR) at any time to find out more about the personal data we hold about them. We will normally respond to a SAR within one month of receipt, or two months for complex and/or numerous requests. We will inform the data subject of the need for the extension, if appropriate.
- 14.2 All SAR received must be forwarded to Helen Ogden.
- 14.3 We do not charge for the handling of normal SARs, but we reserve the right to charge a reasonable fee for additional copies of information already supplied to a data subject, and for requests that are manifestly unfounded or excessive, particularly where such requests are repetitive.

15. **Rectification of Personal Data**

- 15.1 If we are informed by the data subject that personal data we hold is inaccurate or incomplete, and they request correction we will do so and confirm our actions with the data subject, normally, within one month of receipt the data subject's notice, but this may be extended to two months in complex situations We will inform the data subject of the need for the extension, if appropriate.
- 15.2 Where any disclosure of inaccurate data has been made to a third party we will advise the third party of the correction.

16. **Erasure of Personal Data**

- 16.1 Data subjects can request that we erase the personal data we hold about them in the following circumstances:
 - a) It is no longer necessary for us to hold that personal data for the purpose it was originally collected or processed;
 - b) The data subject wishes to withdraw their consent to us to hold and process their personal data;
 - c) The data subject objects to us holding and processing their personal data. Unless there is an overriding legitimate interest allowing us to continue to do so. (see Section 12 and 17 of this Policy for further details concerning data subjects' rights to object);
 - d) The personal data has been processed unlawfully;
 - e) The personal data needs to be erased so that we can comply with a particular legal obligation.
- 16.2 Unless we have reasonable grounds to refuse to erase personal data, all requests for erasure will be complied with, and the data subject informed within one month of receipt of the data subject's request, but this may be extended to two months in complex situations We will inform the data subject of the need for the extension, if appropriate.

16.3 If any personal data that is to be erased in response to a data subject request has been disclosed to third parties, we will inform those parties of the erasure, unless it is impossible or would require disproportionate effort to do so.

17. Restriction of Personal Data Processing

17.1 Data subjects may request that we cease processing the personal data we hold about them. If a data subject makes such a request, we will retain only the amount of personal data pertaining to that data subject that is necessary to ensure that no further processing of their personal data takes place.

17.2 If any affected personal data has been disclosed to third parties, those parties will be informed of the applicable restrictions on processing it, unless it is impossible or would require disproportionate effort to do so.

18. Data Portability

18.1 Where we process personal data using automated means, the data controller will notify the data subject of this; the data subject may request we do not process the data for automated means; in the event that an automated decision is made the data subject has the right to request the data controller reconsider the decision or take a new decision on a different basis.

18.2 Where data subjects have given their consent to us to process their personal data in such a manner or the processing is otherwise required for the performance of a contract between us and the data subject, data subjects have the legal right under the GDPR to receive a copy of their personal data and to use it for other purposes (namely transmitting it to other data controllers, e.g. other organisations).

18.3 To facilitate the right of data portability, we will make available all applicable personal data to data subjects in the following format:

- a) Electronic copy
- b) Hard copy

18.4 If requested by a data subject, personal data will be sent directly to another data controller, if it is possible.

18.5 All requests for copies of personal data will be provided within one month of receipt, or two months for complex and/or numerous requests. We will inform the data subject of the need for the extension, if appropriate.

19. Objections to Personal Data Processing

19.1 Data subjects have the right to object to us processing their personal data based on legitimate interests (including profiling), direct marketing (including profiling).

19.2 Where a data subject objects to us processing their personal data based on its legitimate interests, we will cease such processing forthwith, unless it can be demonstrated that we have legitimate grounds for such processing and these override the data subject's interests, rights and freedoms; or the processing is necessary for the conduct of legal claims.

19.3 Where a data subject objects to us processing their personal data for direct marketing purposes, we

will cease such processing forthwith.

20. **Personal Data**

22.1 The following personal data may be collected, held, and processed by us in order **to market directly to potential customers:**

- a) Name
- b) Home address
- c) Contact telephone numbers
- d) Email address

22.2 The following personal data may be collected, held, and processed by us **from potential tenants:**

- a) Name
- b) Home address
- c) Contact telephone numbers
- d) Email address
- e) Their current property situation
- f) Their property rental/purchasing budget
- g) Their current property renting financial position
- h) Their property rental preferences

20.3 The following personal data may be collected, held, and processed by us **from our landlord clients:**

- a) Name
- b) Home address
- c) Contact telephone numbers
- d) Email address
- e) Their properties rental value
- f) Full details of the property to be marketed
- g) Photographs of the property to be marketed
- h) Alarm codes and other security information where we are conducting viewings
- i) Official or other photographic identity confirmation
- j) Copies of appropriate documents to confirm home address
- k) Bank details used for payment

22.3 The following personal data may be collected, held, and processed by us **from applicants for tenancies and tenants:**

- a) Name
- b) Home address

- c) Contact telephone numbers
- d) Email address
- e) The information required to complete a tenancy application (For this information see the sample application attached to this policy document)
- f) Bank details for payments to or from the company or landlord

22.4 The following personal data may be collected, held, and processed by us **from Tenants to meet our obligations under the Immigration Act 2014:**

- a) Name
- b) Date of Birth
- c) Official photographic identity confirmation
- d) Bank details for payments to or from the company or landlord

20.5 The following personal data may be collected, held, and processed by us **from our vendor clients:**

- a) Name
- b) Home address
- c) Contact telephone numbers
- d) Email address
- e) Their properties sale and/or rental value
- f) Full details of the property to be marketed
- g) Photographs of the property to be marketed
- h) Alarm codes and other security information where we are conducting viewings
- i) Official or other photographic identity confirmation
- l) Copies of appropriate documents to confirm home address
- m) Copies of appropriate documents to confirm ownership of property to be marketed

22.9 The following personal data may be collected, held, and processed by us **from potential buyers and buyers:**

- a) Name
- b) Home address
- c) Contact telephone numbers
- d) Email address
- e) Their current property situation
- f) Their property rental/purchasing budget
- g) Their current property financial position
- h) Their property preferences
- i) Documentation proving purchasing funds

- j) Documentation evidencing identification
- k) Documentation evidencing proof of home address

23. **Data Protection Measures**

- 23.1 All our employees, agents, contractors, or other parties working on our behalf must comply with the following when working with personal data:
- a) Where any personal data, including copies, is to be erased or otherwise disposed of for any reason, it should be deleted and disposed of in a permanent and secure manner. Hardcopies should be shredded, and electronic copies should be professionally deleted;
 - b) Personal data may be transmitted over secure networks only;
 - c) Where Personal data is to be transferred in hardcopy form it should be passed directly to the recipient or sent by an appropriate delivery service after considering the type of data and security of delivery;
 - d) No personal data may be shared informally and if an employee, agent, sub-contractor, or other party working on our behalf requires access to any personal data that they do not already have access to, such access should be formally requested from Helen Ogden.
 - e) All hardcopies of personal data, along with any electronic copies stored on physical, removable media should be stored using an appropriate level of security;
 - f) No personal data may be transferred to any employees, agents, contractors, or other parties, whether such parties are working on our behalf without, our appropriate consent;
 - g) Personal data must always be handled with care and should not be left unattended or on view to unauthorised employees, agents, sub-contractors or other parties at any time;
 - h) If personal data is being viewed on a computer screen and the computer in question is to be left unattended for any period of time, the user must lock the computer and screen before leaving it;
 - i) No personal data should be stored on any mobile device (including, but not limited to, laptops, tablets and smartphones), whether such device belongs to us or otherwise, without our appropriate consent and in the event of such consent, strictly in accordance with all instructions and limitations described at the time the consent is given, and for no longer than is absolutely necessary;
 - j) No personal data should be transferred to any device personally belonging to an employee;
 - k) Personal data may only be transferred to devices belonging to agents, contractors, or other parties working on our behalf with our appropriate consent;
 - l) All electronic copies of personal data should be stored securely using passwords
 - m) All passwords used to protect personal data should be changed regularly and should not use words or phrases that can be easily guessed or otherwise compromised. All the software we use requires passwords;
 - n) Under no circumstances should any passwords be written down or shared between any employees, agents, contractors, or other parties working on our behalf, irrespective of seniority or department. If a password is forgotten, it must be reset using the applicable method. IT staff do not have access to passwords;

24. Organisational Measures

24.1 We will ensure that the following measures are taken when collecting, holding, and processing personal data:

- a) All employees, agents, contractors, or other parties working on our behalf will be made fully aware of both their individual responsibilities and our responsibilities under the GDPR and under this Policy, and they will be provided with a copy of this policy;
- b) Only employees, agents, sub-contractors, or other parties working on our behalf that need access to, and use of, personal data in order to carry out their assigned duties correctly will have access to personal data held by us;
- c) All employees, agents, contractors, or other parties working on our behalf handling personal data will be appropriately trained;
- d) All employees, agents, contractors, or other parties working on our behalf handling personal data will be appropriately supervised;
- e) Methods of collecting, holding and processing personal data will be regularly evaluated and reviewed;
- f) The performance of employees, agents, contractors, or other parties working on our behalf handling personal data will be regularly evaluated and reviewed;

25. Data Breach Notification

25.1 All personal data breaches must be reported immediately to Helen Ogden

25.2 If a personal data breach occurs and that breach is likely to result in a risk to the rights and freedoms of data subjects (e.g. financial loss, breach of confidentiality, discrimination, reputational damage, or other significant social or economic damage), we will ensure that the Information Commissioner's Office is informed of the breach without delay, and in any event, within 72 hours after having become aware of it.

25.3 If a personal data breach is likely to result in a high risk (that is, a higher risk than that described under Part 25.2) to the rights and freedoms of data subjects, we will ensure that all affected data subjects are informed of the breach directly and without undue delay.

25.4 Data breach notifications will include the following information:

- a) The categories and approximate number of data subjects concerned;
- b) The categories and approximate number of personal data records concerned;
- c) The name and contact details of Helen Ogden;
- d) The likely consequences of the breach;
- e) Details of the measures we have taken or proposed to be taken to address the breach including, where appropriate, measures to mitigate its possible adverse effects.

Website Fair Processing Policy

HOW WE HANDLE & USE YOUR INFORMATION

We may collect, hold and use some of your personal data and so here will provide more information about how this works.

Please read it carefully and ensure that you understand it. If you do not accept and agree with any part of it please stop using the website immediately, because your continuing use of our website will be seen as your acceptance of it.

23. Definitions and Interpretation

Meanings of phrases within this document:

Data -	Any information that a user of the website provides to us, through our “Contact” page, or through emailing us relating to any person who can be directly or indirectly identified from that information.
We/Us/Our -	Red Door Lets, 25 Headingley Lane, Hyde Park, Leeds, LS6 1BL
You/Your -	A user of the website
The Website -	www.reddoorlets.com

24. **Company Information**

Red Door Lets

If you have any questions about the website or the use of your data, please contact us on 01138877250

Users Rights

As a user you have the following rights -

- A right to be informed about our collection and use of personal information;
- A right of access to the personal information we hold about you;
- A right to rectification if any personal information we hold about you is inaccurate or incomplete;
- A right to ask us to delete any personal information held about you unless we are obliged to retain the information for other legal reasons or are unable to delete this information without corrupting existing data that must be retained;
- A right to restrict or prevent the processing of your personal information;

- A right to data portability (obtaining a copy of your data to re-use with another service or organisation);
- A right to object to the use of your data for particular purposes.

25. **Data Collection**

Except where you contact us directly through any of our contact options available on the Website you we do not collect any personal data from you.

If you contact us or send us an email, we will retain the details you provide to us including your name, your email address, and any other information which you choose to give us.

We do place cookies on your computer or device.

26. **Using Your Information**

Where we hold any personal information, it will be processed and stored securely, for no longer than is necessary, considering the reason it was provided to us.

We will potentially -

- i. Reply to your email;
- ii. Provide details on the properties requested, plus any others we think may interest you;
- iii. Offer or provide you with the services requested, plus any others we think may interest you;

We will delete your personal information once your request has been met or the service has been provided, except where –

- i. You were interested in details of properties we are offering, when we will continue to hold your information in order to send you information on other properties that may interest you;
- ii. You become a client or a Tenant of a property;

- iii. You require us to retain it for longer;
- iv. We are required to retain it for longer for other legal reasons.

You have the right to withdraw your consent to us using your data and to request that we delete it.

27. Storage of your Data

Your data will only be stored in the UK.

28. Accessing Your Data

You have a right to ask for a copy of any personal information we hold on you free of charge. Please contact us to make a request in writing to Info@reddoorlets.com or to Red Door Lets, 22 Otley Road, Headingley, Leeds, LS6 2AR.

29. Changes to our Policies

We recommend that you check this page regularly to keep up-to-date, as we reserve the right to change this Policy from time to time if our policies change or the law changes. Any changes will be posted on this page of the website and you will be deemed to have accepted changes to the Policy on your first use of the website following the changes.

30. Applicability

This Policy applies only to your use of this website. The website may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the policies of any such websites before providing any data to them.

31. Complaints

If you have any cause for complaint about our use of your personal data, please contact us at 0113 8877250 or Info@reddoorlets.com

We will address your concerns and attempt to solve the problem to your satisfaction.

You also have the right to lodge a complaint with the Information Commissioner's Office.

For further information about your rights, please contact the Information Commissioner's Office, or your local Citizens Advice Bureau.

COOKIE POLICY

WHAT ARE COOKIES?

- i. Cookies are small files placed on your computer or device by our site when you visit certain parts of it and/or when you use certain features of our site. They are created when you open our website.
- ii. Our website sends information to the browser you use, which then creates a text file.
- iii. These cookies are then stored as small files on your device for various periods of time.
- iv. Every time you come back to the website, the browser retrieves and sends cookies to the server, which helps to improve your experience of the website by remembering settings, so you don't have to

re-enter them every time you visit

- v. Remembering your last properties and searches, helps you keep on top of new listings
- vi. Measuring use of the website so that we can see where we can improve.
- vii. You can manage and/or delete these small files from your device, but please be aware that this will limit the functionality we then can offer to you.
- viii. To learn more about cookies and how to manage or remove them, please visit aboutcookies.org.

INFORMATION ABOUT US

- i. Our site is owned and operated by Red Door Lets
- ii. Contact Helen Ogden if you have any queries on any data protection issue, either by email to Info@reddoorlets.com or by telephone on 0113 32 31 800 or by post at 25 Headingley Lane, Hyde Park, LS6 1BL
- iii. We are a member of The Property Ombudsman

OUR COOKIE POLICY AND USAGE

- i. We have carefully chosen these cookies and have taken steps to ensure that your privacy and personal data is protected and always respected.
- ii. As with many websites, we use cookies to make using our website as simple and convenient as possible to use.
- iii. Please read this cookie policy carefully and ensure that you understand it.
- iv. Your acceptance of our cookie policy is deemed to occur if you continue using our site.
- v. If you do not agree to our cookie policy, please stop using our site immediately.

HOW DOES OUR SITE USE COOKIES?

Strictly Necessary Cookies

into this category if it is essential to the operation of our site, supporting functions such as logging in, your shopping basket, and payment transactions.

Analytics Cookies

t for us to understand how you use our site, for example, how efficiently you can navigate around it, and what features you use. Analytics cookies enable us to gather this information, helping us to improve our site and your experience of it.

Functionality Cookies

cookies enable us to provide additional functions to you on our site such as personalisation and remembering your saved preferences. Some functionality cookies may also be strictly necessary cookies, but not all necessarily fall into that category.

Targeting Cookies

for us to know when and how often you visit our site, and which parts of it you have used (including which pages you have visited and which links you have visited). As with analytics cookies, this information helps us to better understand you and, in turn, to make our site and advertising more relevant to your interests.

Third Party Cookies

okies are not placed by us; instead, they are placed by third parties that provide services to us and/or to you. Third party cookies may be used by advertising services to serve up tailored advertising to you on our site, or by third parties providing analytics services to us (these cookies will work in the same way as analytics cookies

described above).

Persistent Cookies

Some types of cookie may be a persistent cookie. Persistent cookies are those which remain on your computer or device for a predetermined period and are activated each time you visit our site.

Session Cookies

Some types of cookie may be a session cookie. Session cookies are temporary and only remain on your computer or device from the point at which you visit our site until you close your browser. Session cookies are deleted when you close your browser.

WHAT COOKIES DOES OUR SITE USE?

The following first party Cookies may be placed on your computer or device:

Name of Cookie	Purpose & Type	Strictly Necessary
password	used in log in area to save password	no
user	used in log in area to hold user	no
desktop	use to sort browser type so user can be auto directed to mobile website if needed	yes

The following third-party Cookies may be placed on your computer or device:

Name of Cookie	Purpose & Type	Provider	Strictly Necessary
[file name]	[Simple description]	[Provider]	[yes/no]
[file name]	[Simple description]	[Provider]	[yes/no]
[file name]	[Simple description]	[Provider]	[yes/no]

- i. Our site uses analytics services provided by [insert the name of the service provider].
- ii. Website analytics refers to a set of tools used to collect and analyse anonymous usage information, enabling us to better understand how our website is used. This, in turn, enables us to improve our website and the services offered through it.
- iii. You do not have to allow us to use these cookies, however whilst our use of them does not pose any risk to your privacy or your safe use of our website, it does enable us to continually improve our website, making it a better and more useful experience for you.
- iv. The analytics service(s) used by our website use(s) analytics cookies to gather the required information.

The analytics service(s) we use are:

Name of Cookie	Purpose & Type	Provider	Strictly Necessary
[file name]	[Simple description]	[Provider]	[yes/no]
[file name]	[Simple description]	[Provider]	[yes/no]
[file name]	[Simple description]	[Provider]	[yes/no]

CONSENT AND CONTROL

- i. Before cookies are placed on your computer or device, you will be asked for your consent to set those cookies. By giving your consent you are enabling us to provide the best possible experience and

service to you. You may refuse consent unless those cookies are strictly necessary; however certain features of our website may not function fully, or as intended.

- ii. In addition to the controls that we provide, you can choose to enable or disable cookies in your internet browser.
- iii. Most internet browsers also enable you to choose whether you wish to disable all cookies or only third-party cookies. By default, most internet browsers accept cookies, but this can be changed.
- iv. For further details, please consult the help menu in your internet browser or the documentation that came with your device.
- v. The links below provide instructions on how to control cookies in all mainstream browsers:
 - Google chrome: <https://support.google.com/chrome/answer/95647?hl=en-gb>
 - Microsoft Internet Explorer: <https://support.microsoft.com/en-us/kb/278835>
 - Microsoft Edge: <https://support.microsoft.com/en-gb/products/microsoft-edge> (There are no specific instructions at this time, but Microsoft support will be able to assist)
 - Safari (macOS): https://support.apple.com/kb/PH21411?viewlocale=en_GB&locale=en_GB
 - Safari (iOS): <https://support.apple.com/en-gb/HT201265>
 - Mozilla Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-Cookies-website-preferences>
 - Android: <https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DAndroid&hl=en> (Please refer to your device's documentation for manufacturers' own browsers)

CHANGES TO THIS COOKIE POLICY

- i. We may alter this cookie policy at any time. Any such changes will become binding on you on your first use of our site after the changes have been made. You are therefore advised to check this page from time to time.
- ii. In the event of any conflict between the current version of this cookie policy and any previous version(s), the provisions current and in effect shall prevail unless it is expressly stated otherwise.

FURTHER INFORMATION

- i. If you would like to know more about how we use cookies, please contact us. Contact information is noted above.
- ii. More information about privacy, data protection and our terms and conditions can be found on other pages of our website.