What are Cookies?

A Cookie is a small data file which asks permission to be put on your computer's hard drive. Some cookies are essential for websites to work and others record information about your online preferences and allow us to distinguish you from other users. This in turn helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

Within your Internet browser you have the ability to set your devices to accept all cookies, to notify you when a cookie is issued, or not to receive cookies at any time. If you choose not to receive cookies at any time then certain personalised services cannot then be provided to you and accordingly you may not be able to take full advantage of all of the website features. Each browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences.

What Cookies are used on this Site?

"Strictly Necessary" Cookies

These cookies are essential in order to enable you to move around the website and use its features, such as accessing secure areas of the website. Without these cookies many of the services you have asked for, like paying invoices or downloading trial versions of the software cannot be provided.

Here is a list of the Strictly Necessary cookies used on this website:

Cookie	Name	Purpose
Essential Site Cookie	ASP.NetSessionID	This is a unique ID given to every user to help the
		website maintain session information for the
		Microsoft.N ET framework that runs our website. This
		cookie is deleted as soon as you leave our website.

Performance Cookies

These cookies collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect personal information that identifies a visitor. All information collected by these cookies is anonymous. They are only used to improve how a website works.

Below is a list of the performance cookies used on this website:

Cookie Google Maps	Purpose This site may use Google Maps to provide detailed information on how to locate us. Google Maps stores up to four cookies: khcookie, NID, SNID and PREF. We use the Google Maps tools on the basis that Google adheres to its privacy policy which can be found at <u>http://www.google.co.uk/intl/en-GB/policies/</u> and its terms of service for Google Maps at <u>http://www.google.com/intl/en_uk/help/terms_maps.html</u> .
Google Analytics	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

Further details regarding Google Analytics cookies:

Name _utma:	Purpose Contains a unique and anonymous identifying ID, which allows us to ensure that subsequent visits to our website are recorded as belonging to the same (unique) visitor. This cookie expires after two years.
_utmb:	is used to establish and continue a unique user session. Each time you request another page from the website the cookie is updated to expire after 30minutes.
_utmc	works withutmb to determine when to create a new session for a website visitor. This is a session cookie and expires when you exit the browser
_utmz	tracks how you found us and is used to calculate traffic and navigation within the website. It is updated with every new page view and expires after 6 months.

Functionality Cookies

These cookies allow the website to remember choices you make (such as preferred language or the region you are in) and provide enhanced, more personal features. For instance, a website may be able to provide you with local weather reports or traffic news by storing in a cookie the region in which you are currently located. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymous and they cannot track your browsing activity on other websites.

This site uses no functionality cookies

Targeting Cookies or Advertising Cookies

These cookies are used to deliver adverts more relevant to you and your interests They are also used to limit the number of times you see an advertisement as well as help measure the effectiveness of the advertising campaign. They are usually placed by advertising networks with the website operator's permission. They remember that you have visited a website and this information is shared with other organisations such as advertisers. Quite often targeting or advertising cookies will be linked to site functionality provided by the other organisation.

This site uses no targeting cookies or advertising cookies

Further Information

For more information about cookies and how to manage them please go to <u>http://www.youronlinechoices.co.uk</u> and <u>http://www.allaboutcookies.org</u>