# **Cookie Policy**

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

We track visitor activities on our website by setting cookies on their browsers. Cookies are set to remember preferences (like form field values) when a visitor returns to our site.

We set first-party cookies for tracking purposes, and set third-party cookies for redundancy. Using first-party and third-party cookies together is standard in the marketing automation industry. **The cookies themselves don't store personally identifying information, only a unique identifier.** 

Where cookies help us to collect personally identifiable information, we will always provide you with the opportunity to opt-in when you first visit our website.

## The table below explains the cookies we use and why.

Technical cookies	laravel_session xcsf_token	These technical cookies are used on the one hand to manage the connection time of your sessions on our website and on the other hand to ensure the authenticity of form submissions.
Universal Analytics (Google)	_ga _gali _gat_UA-20749 630-3 _gid	These cookies are used to collect information about how visitors use our website. We use the information to compile reports and to help us improve the website. The cookies collect information in an anonymous form, including the number of visitors to the website, where visitors have come to the website from and the pages they visited.
		Read Google's overview of privacy and safeguarding data
Crisp	crisp_client	This cookie is used to handle online chat tool's session, CRISP

#### **Collection of anonymous information**

When someone visits our websites we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns.

We do this to find out things such as the number of visitors to the various parts of the site. Google Analytics data is only processed in a way which does not identify anyone.

### Tracking cookies and personally identifiable information

We collect personally identifiable information through our website and when a visitor submits one of our website forms. After a form submission (if you have previously opted-in to our tracking cookies), we will be able to associate your email address and any other personal information you have submitted through our websites with the cookie stored on your computer. This process makes an unknown visitor known to us. We will make it clear when we collect personal information and will explain what we intend to do with it. We will use this information to log the pages of our website that you have visited, the files you have downloaded, and email open's and links clicked within these emails in order to provide us with feedback on how our website and emails are performing.

## How do I change my cookie settings?

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.aboutcookies.org or www.allaboutcookies.org.

To opt out of being tracked by Google Analytics across all websites visit <u>http://tools.google.com/dlpage/gaoptout</u>.

The links below take you to the 'Help' sections for each of the major browsers so that you can find out more about how to manage your cookies.

#### **Google Chrome**

http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647

# Firefox

http://support.mozilla.org/en-US/kb/Cookies

#### Safari

https://support.apple.com/kb/PH21411?locale=en\_GB Safari iOS https://support.apple.com/en-us/HT201265

#### Android

http://support.google.com/chrome/answer/2392971?hl=en-GB

#### Internet Explorer

http://support.microsoft.com/kb/