

COOKIES POLICY

This website uses cookies – these are small files, typically of letters and numbers, downloaded on to a device when the user accesses certain websites. Cookies are then sent back to originating website on each subsequent visit. Cookies are useful because they allow a website to recognise a user’s device.

As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. I suggest consulting the Help section of your browser or taking a look at the [About Cookies](#) website which offers guidance for all modern browsers.

If you have a concern about how this website handles your data, or you would like to lodge a complaint, you may do so by contacting The Information Commissioners Office.

COOKIE CATEGORIES & USAGE

The cookies used on this website have been categorised based on the guidelines found in the [ICC UK Cookie](#) guide. The following categories are used on this website:

Category 1 – Strictly Necessary Cookies

These cookies are essential to enable you to browse around this website and use its features. Without these cookies, certain services cannot be provided, for example remembering previous actions (e.g., entered text) when navigating back to a page in the same session. These are also necessary for shopping baskets and e-billing, which this site may use in future.

Category 2 – Performance Cookies

These cookies collect information about how you use this website – for instance, which pages you go to the most. This data may be used to help optimise this website and make it easier for you to navigate. Category 2 includes web analytics – where the data collected is limited to the website operator’s use only, for managing the performance and design of the site. These cookies can be third-party cookies (see below), but the information must be for the exclusive use of the publisher of the website visited. Embedded videos hosted on a third-party site like YouTube would also fall into this category.

These cookies don’t collect information that identifies you. All information these cookies collect is aggregated and therefore anonymous.

Category 3 – Functionality Cookies

These cookies allow this website to remember choices you make while browsing. For example, your geographic location may be stored in a cookie to ensure that the website is localised for your area. Preferences such as text size, fonts and other customisable site elements may also be remembered. The information these cookies collect will not personally identify you, and they cannot track your browsing activity on other websites.

THIRD-PARTY COOKIES

These are cookies set on your machine by external websites whose services are used on this site. Cookies of this type are the sharing buttons across the site allow visitors to share content onto social networks. Cookies are currently set by:

- LinkedIn
- Facebook
- Instagram

To implement these buttons and connect them to the relevant social networks and external sites, there are scripts from domains outside of this website. You should be aware that these sites are likely to be collecting information about what you are doing all around the internet, including on this website.

You should check the respective policies of each of these sites to see how exactly they use your information and to find out how to opt out, or delete, such information.

EMAILS

Some emails we send we track, at an individual level, whether the user has opened and clicked on the email. We do not use this information at a personal level, rather we use it to understand open and click rates on our emails to try and improve them. If you want to be sure that none of your email activity is tracked then you should opt out of our emails which you can do via the unsubscribe link at the bottom of every email we send.

BLOCKING & DELETING COOKIES

Most browsers allow you to refuse to accept cookies. For example:

- Internet Explorer – to refuse all cookies click “Tools”, “Internet Options”, “Privacy”, and select “Block all cookies” using the sliding selector
- Firefox – to block all cookies click “Tools”, “Options”, and un-check “Accept cookies from sites” in the “Privacy” box or select “Clear private data” if you want to delete all cookies.
- Chrome – click on the Chrome menu in the toolbar, click on “settings”, click on “advanced settings”, choose “Privacy” section, then click on “Content settings” button and choose either block or delete as appropriate.

Blocking or deleting all cookies will, however, have a negative impact upon the usability of many websites.

To contact me about the use of cookies on this website, please email karen@karenfinn.net.