## **Summary of Privacy, Cookies and Website Use Policies**

(The full versions of these policies are available by clicking on the links in the footer of any page on our website if you would like to read them!)

We obtain information about you when you visit our website or contact us about our services. The personal information we collect might include your name, address, email address, IP address, and information regarding what webpages are accessed and when. If you use a password to log in to our website, this information is not held with us and we do not have access to it.

We may use your information to:

- provide you with requested information;
- to carry out our obligations with regard to providing services;
- obtain your feedback on services we provide;
- let you know about any changes to our services;
- send you communications which you have requested and that may be of interest (the regular newsletter is only sent to those who have specifically requested to sign up for it)

We will not share your information with third parties.

Our website uses cookies. 'Cookies' are small pieces of information stored on your computer to allow that website to recognise you when you visit. They collect statistical data and do not identify you as an individual. It is possible to switch off cookies by changing your browser settings.

Our website may contain links to other websites run by other organisations. We cannot be responsible for the privacy policies and practices of other sites, even if you access them using links from our website.

You may view our website, print downloadable documents and stream video files from our website for your own personal use. Other uses of our website and its content (including, but not limited to, republishing or exploiting content for commercial purposes) is not permitted.