PRIVACY POLICY

We are committed to safeguarding the privacy of our website visitors; this privacy policy sets out how we will treat your personal information.

1. What information do we collect?

We may collect, store and use the following kinds of personal information:
- information about your computer and about your visits to and use of this website;
- information that you provide to us for the purpose of registering with us;
- information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters.

2. Cookies

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

How do I Enable Cookies and Disable Cookies?

This section will tell you how to enable cookies (turning cookies on) and also how to disable them. Since cookies are maintained by your web browser, the method for enabling or disabling them will vary depending on which browser you are using.

Microsoft Internet Explorer 8.0 - 11.0
Select the 'Tools->Internet Options' menu item, and then open the 'Privacy' tab - you can then adjust the slider to block or allow various categories of cookie. Alternatively by clicking 'Advanced...' you can exercise finer control over the browser's behavior, choosing whether to accept, block, or prompt for cookies originating either on the website you are visiting (first party cookies) or originating from websites other than the one you are visiting (third party cookies, typically used by banner advertisements hosted on an advertiser's website).

Firefox 7.0 and newer
Use the 'Tools->Options' menu item (may be under the Firefox button or 'parallel lines' menu button), then choose the 'Privacy' tab. Set the 'Firefox will:' option to 'Use custom settings for history'. Now you can choose whether cookies are enabled for websites you visit and third party websites, and if so how long they will persist. You can also use the 'Exceptions' button to override the settings for particular websites.

Firefox 3.0

Use the 'Tools->Options' menu item, then choose the 'Privacy' tab. Here you can choose whether cookies are enabled, and if so how long they will persist. You can also use the 'Exceptions' button to override the settings for particular websites.

Google Chrome

Click the 'parallel bars' menu button, choose the 'Settings' option, then scroll down and click 'Show advanced settings'. Alternatively for older versions of Chrome choose 'Options' on the 'Customize and control' menu, then open the 'Under the Bonnet' tab. In the 'Privacy' section, click on the 'Content settings...' button and open the 'Cookies tab. Set the required cookie behaviour and use the 'Exceptions...' button (if required) to configure specific websites.

Apple Safari

Choose 'Preferences...' on the 'Settings' or 'Edit' menu (Windows) or the Safari menu (MacOS), then open the 'Privacy' tab. Now set the required cookie behaviour.

Apple iOS (iPhone, iPad)

From the home screen tap the 'Settings' icon, then choose 'Safari'. Find the 'Accept Cookies' option and set the required cookie behaviour.

Android browser

Tap the 'Internet' icon to start the browser, then press the phone's menu button. From the list of options, choose 'More', and then select 'Settings', then 'Privacy and Security'. Scroll down the resulting list and check or uncheck the 'Accept Cookies' item.

Android Chrome

Start Chrome, then open the options menu and scroll down to 'Settings', followed by 'Site setttings'. You can now choose whether to allow sites to save and read cookie data.

Windows Phone 7/8

In Internet Explorer, tap 'More...' then 'Settings'. Check or clear the 'Allow cookies on my phone' item to set the required cookie behaviour.

Blackberry

Open the browser from the home screen, then press the Menu key, followed by 'Options'. Under 'Privacy & Security' you can choose whether or not to 'Accept Cookies'. Press the Menu key and select 'Save' to save your selection.

Note: Disabling cookies will prevent some websites from working correctly, and may mean that you are prompted to re-enter information that would normally have been stored in a cookie.

3. Using your personal information

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.
We may use your personal information to:

- enable your use of the services available on the website;
- send you email notifications which you have specifically requested;
- send to you marketing communications relating to our business which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications);
- deal with enquiries and complaints made by or about you relating to the website.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

4. Disclosures

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.
In addition, we may disclose your personal information:

- to the extent that we are required to do so by law;
- in connection with any legal proceedings or prospective legal proceedings;
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

Except as provided in this privacy policy, we will not provide your information to third parties.

5. Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.
Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.
You are responsible for keeping your password and user details confidential. We will not ask you for your password (except when you log in to the website).

6. Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

7. Your rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to the supply of appropriate evidence of your identity.
You may instruct us not to process your personal information for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

8. Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

Version 2 – Updated Feb 2017