



## COOKIE POLICY

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## **Cookie Notice**

You should be aware that when you access or use our website, we may collect information from your computer or device through the use of cookies. By continuing to use this website, you are agreeing to receive our cookies. Cookies perform various functions and the purpose of this policy is to give you a clearer understanding of what cookies are, why we use cookies, how we use cookies, the types of cookie we use and how you can control the use of cookies.

## **What are cookies?**

A cookie is a small text file that is downloaded to your computer or device when you use a website. Your browser makes cookies available each time you visit our website. These cookies allow us to distinguish you from other users of our website and they are used to help us improve your experience when browsing our website.

## **Why do we use cookies?**

We use cookies for a variety of reasons detailed here. Cookies are used by our website to improve your online experience and to ensure that relevant content and functions are delivered and used more effectively. We recommend that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use. We detail how to control the use of cookies later in this policy.

## **How do we use cookies?**

When you visit our website, cookies will be placed on your device in two ways. Cookies placed by Collaborate Telemarketing as the site operator are called "first party" Cookies. Cookies may also be placed on your device by a party other than Collaborate Telemarketing, such cookies are known as "third party" cookies. Examples of the uses of third party cookies include collecting information about browser habits and providing tailored content to you.

## **Types of cookie we use**

Below is a list of first party cookies that our website uses:

### **Session Cookies**

First party session cookies are stored by our website temporarily during a browsing session and are deleted when you close your browser.

### **Persistent Cookies**

First party persistent cookies are stored by our website on your computer for a fixed period and are not deleted when the browser is closed. Persistent cookies are used where a website needs to remember your preferences so that they can be automatically applied next time you visit our website.

### **Third Party Cookies**

Trusted third parties such as providers of external services like website traffic analysis services or relevant advertising services may use cookies on our website. These cookies are likely to be analytical / performance cookies or targeting cookies which may record information about your visit

to our website or may allow you to view media files or connect with your social networks in various ways. Examples of our third party cookies are listed below:

- We use third party technology analytical services (such as Google Analytics, a trusted and widely known website analytics service) to provide us with information about how you use our website and to help us to find ways to improve our user experience. These cookies will record online interaction data related to your visit such as how long you spend on our website and what pages you visit.
- We use media hosting and watching platforms (such as Vimeo) to allow us to host videos and media galleries that may be of interest to our website users. These cookies will ensure that you are able to view or watch the media files.
- We use social media buttons and/or plugins on our website to allow you to connect with your social network in various ways, as well as to view content on our social media platforms. Social media sites including Linked In, Twitter, Facebook and Instagram may set cookies that can be used to enhance your profile on their site or contribute to the data they hold for various purposes outlined in their respective privacy policies.

### **How can you control the use of cookies?**

If you continue to use our website we will assume that you are happy to receive all cookies from our website. However, if you would prefer to change your cookie settings, you can do so at any time by following the guidelines below.

Most browsers automatically accept cookies unless you change your internet browser settings. You can amend your browser settings to restrict, block or delete some or all cookies. To do this, follow the instructions provided by your preferred web browser. For your ease of reference, we have provided the links below which provide instructions on how to restrict, block or delete cookies for some of the more common web browsers. Please be aware that if you change your internet browser settings to block cookies from all websites, some or all of our website's functions may not perform as intended. Mobile phone users may have to refer to their handset manual for details on how to block cookies using their mobile browser.

[Firefox](#)

[Internet Explorer](#)

[Google Chrome](#)

[Safari](#)

### **Queries**

To find out more about cookies, the following website provides a good source of general information [allaboutcookies.org](http://allaboutcookies.org)

If you have any questions or comments regarding this cookie policy, please email our Data Controller [sue@collaboratetelemarketing.com](mailto:sue@collaboratetelemarketing.com) or telephone our Office 015394 82410.