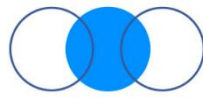




Code	COP.001
Title	Cookies Policy
Status	Active
Prepared by	Stuart Hanson
Approved by	Dorian R Ramirez Sosa
Date Approved	08.06.18
Revision Number	Version 1.0
Date last amended	08.06.18
Date of next review	08.06.20
Contact Officer	Stuart Hanson
Distribution Status	Controlled



COOKIES POLICY

What are cookies

A cookie is a small file which is placed on your computer's hard drive and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Further information about cookies can be found at <https://ico.org.uk/for-organisations/guide-to-pecr/cookies-and-similar-technologies/>

How we use cookies

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website. For more information see, 'How to manage Cookies' section below.

Which cookies do we use

While we will endeavour to keep the list below updated, Direct Mediation Services' site relies on many third party services and the list may therefore become out of date if those services alter the cookies they use.

There are two types of cookie you may encounter when using this website:

- First party cookies: these are our own cookies, controlled by us and used to provide information about usage of our site. Please note that these Cookies exist to enable functionality on the website and not for advertising purposes.

Google Analytics:

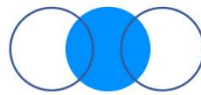
_utma

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These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve our website. The cookies enable us to collect information in an anonymous form, including the number of visitors to the site and the pages they have visited.

- Third party cookies: these are cookies found in other companies' internet tools which we are using to enhance our site, for example Facebook or Twitter have their own cookies, which are controlled by them.

Please note that if you do choose to share content from Direct Mediation Services' website through any social media providers that we don't control the setting of these cookies and we recommend that you check the provider's website for further information.

How to manage Cookies

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

- <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
- <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox);
- <http://www.opera.com/help/tutorials/security/cookies/> (Opera);
- <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
- <https://support.apple.com/kb/PH21411> (Safari); and
- <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy>(Edge).

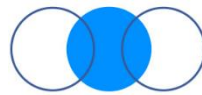
System logs and maintenance

For operation and maintenance purposes, Direct Mediation Services website and any third-party services may collect files that record interaction with it (System logs) or use for this purpose other personal data (such as IP Address)

Following a link to directmediationservices.co.uk from another website

If you come to our website from another website, it may receive information from the other website. Direct Mediation Services does not use this personal data. You should read the privacy policy of the website you came from to find out more about this.

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Following a link from directmediationservices.co.uk to another website

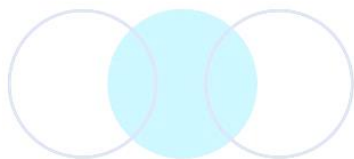
Our website contains links to other websites. Direct Mediation Services is not responsible for the content or privacy notices of these websites.

Changes

We may need to update this Cookie Policy in the future therefore please do review this Policy periodically to stay informed about how we are using cookies. This Cookie Policy was last updated in June 2018.

Further information

If you have any questions regarding our Cookie Policy, please email info@directmediationservices.co.uk



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