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## 1. WHAT ARE COOKIES?

Cookies are small pieces of information that are assigned to your device when you access and are viewing a website. Cookies are very helpful and are used for several different purposes. These purposes include allowing you to navigate between pages efficiently, enabling activation of certain features of the site, remembering your preferences, and making the interaction between you and the services offered quicker and easier.

## 2. WHAT TYPES OF COOKIE ARE THERE ARE AND WHAT DO THEY DO?

There are several different types of cookies:

- a) **Session Cookies** – which are stored only temporarily during a browsing session to allow normal use of the system. These are deleted from your device when the browser is closed
- b) **Persistent Cookies** – which are read only by the site, saved to your computer for a fixed period and are not deleted when the browser is closed. Such cookies may be used when we need to know who you are for repeat visits, for example to store your preferences for when you next visit. Analytics companies who monitor website activity and statistics such as Google Analytics use persistent cookies.
- c) **Third Party Cookies** – which are set by other online services who run content on the page you are viewing. These are set by a domain other than the one you are visiting and are not therefore within our control. Often these cookies are used to target advertising or browsing.

Most importantly, cookies do not contain information that personally identifies you.

## 3. CAN I DISABLE COOKIES ON MY COMPUTER/DEVICE?

You can disable cookies by following the instructions for your device or browser, however if you chose to disable cookies some features of the site may not operate correctly and your online experience may be limited.

We use Google Analytics to collect information regarding the use of our site which collects information on how often users visit a site, which pages they visit, at what time of day etc. We use this service only to improve our site. Google Analytics collects IP addresses assigned at the dates and times you visit the site rather than your name or other identifying information. We do not combine the data collected via Google Analytics with personally identifiable information. Google's ability to use and share information collected via Google Analytics is restricted by their [Terms of Use](#) and [Google Privacy Policy](#). If you wish to opt out of Google Analytics you can do so [here](#).

## 4. HOW DO I GET MORE INFORMATION ON COOKIES?

To get more information on what this website uses cookies for please email [info@adminqueen.co.uk](mailto:info@adminqueen.co.uk)  
More general information on cookies can be found on the Information Commissioner's Office website here: <https://ico.org.uk/your-data-matters/online/cookies/>