

## Cookie Policy

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### Giving us permission to use cookies

If your browser is set to accept cookies, we take this, and your continued use of our Software or website as your acceptance of our Cookie Policy. If you wish not to accept the use of cookies, or to delete any that have already been set, you can find out how to do so below. Please bear in mind that some features might not work correctly with cookies disabled.

Alternatively, if you do not agree to our Cookie Policy, please stop using our Software or visiting our website immediately.

We use cookies to:

- Make our website and the Software work as you’d expect and to be user friendly
- Improve the speed/security of the website
- Allow you to share pages on social networks
- Make improvements to our website by seeing how users navigate around it

### What cookies do we use?

Our Software may place and access certain first party cookies on your computer or device. First party cookies are those placed directly by us and are used only by us. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.

We use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website and Software. They include, for example, cookies that enable you to log into secure areas of the Software or make use of e-billing services.
- **Analytical or performance cookies.** These allow us to recognise and count the number of visitors and to see how visitors move around our website and the Software when they are using it. This helps us to improve the way our website and the Software works, for example, by ensuring that users are finding what they are looking for easily.
- **Functional or preference cookies.** These cookies enable us to personalise our content for you, greet you by name, and remember your preferences. These cookies are not strictly necessary but our website and the Software may not work as fluently without them.

### **Anonymous visitor statistics**

We use Google Analytics to measure how our Software and website is used by visitors and to generate reports for our own use. Google Analytics does not collect any personal information about you.

### **Managing cookies**

If you want to, you can usually stop your browser accepting cookies from all sites, or stop accepting cookies from a particular website. However, as cookies are a standard part of most modern websites, this will probably limit the functionality of not only our website but many others too.

You can find the tools to manage cookies in the 'preferences' or 'tools' menu of your browser, otherwise you should use the 'Help' option in your browser for more details.

When you visit our website and use the Software, we may store or retrieve information on your browser, mostly in the form of cookies. We use cookies to improve your experience and analyse traffic. The information does not usually directly identify you, but it can give you a more personalised web experience. We

highly value privacy and security and therefore, you can choose not to allow some types of cookies.