

## INFORMATION ABOUT COOKIES

We use cookies across our website to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

There are typical four types of cookies that can be used:

**Strictly necessary cookies.** These are cookies that are required for the operation of a website. They include, for example, cookies that enable a user to log into secure areas of a website, use a shopping cart or make use of e-billing services.

**Analytical/performance cookies.** They allow a website to recognise and count the number of visitors and to see how visitors move around a website when they are using it. This helps website owners to improve the way their website works, for example, by ensuring that users are finding what they are looking for easily.

**Functionality cookies.** These are used to recognise a user when they return to a website. This enables the website owner to personalise its content for the user, greet a user by name and remember a user's preferences (for example, their choice of language or region).

**Targeting cookies.** These cookies record a visitor or user visit to a website, the pages they have visited and the links they have followed. This information is used to make a website and the advertising displayed on it more relevant to the visitor's or user's interests. Website owners may also share this information with third parties for this purpose.

### Our Use of Cookies

#### Strictly Necessary Cookies

[We use a cookie called PHPSESSID which is known as a session cookie. It is a temporary cookie used for the operation of the website that will remain in the cookie file of your browser until you close your browser.

If you create an account on our website, or log in to an existing account, 2 session cookies called activuser and activdata will be placed on your computer and will remain in the cookie file of your browser until you close your browser.

## Analytical/Performance Cookies

We also use cookies for analytical purposes to measure and monitor performance of our site. We currently use Google Analytics, and these cookies store anonymous information, perform minimal tracking and do not cause any harm, or cause a threat, to you, your computer or your personal data. Please see [Google's Privacy Policy](#) for more information.

## Third Party Cookies

### Google Maps

We may use Google Maps on our website to provide detailed information on how to locate our offices. Google Maps stores up to four cookies: khcookie, NID, SNID and PREF. We use Google's maps as they provide a helpful way for you to identify how best to travel to us. Details of Google privacy policy can be found [here](#).

### Newsletters

We use MailChimp for our newsletters and therefore when you sign-up to subscribe to newsletters through our website, you are required to follow a link which takes you away from our website to a form which you complete and which are held on eepurl.com and joannesumner.us2.list-manage.com. The cookie used by MailChimp in providing this service is AVESTA\_ENVIRONMENT. We have no control over this cookie, or any other third party cookies that may be placed as a result however details of Mail Chimps privacy policy can be found [here](#).

### Other Third Party Sites

Please note that our website includes links to third-party web sites such as Facebook, Twitter and LinkedIn. When you follow a link from our website to another website, cookies may be set. We have no control over cookies used by any such third party website. Each of these sites will have their own privacy and cookie policies and we urge you to review these. We cannot take any responsibility for the contents or behaviour or third-party sites.

Please note that our advertisers may also use cookies, over which we have no control.

You may block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

More information on how businesses use cookies is available at [www.allaboutcookies.org](http://www.allaboutcookies.org).