# Cookies

## What are cookies?

A cookie is a small, harmless, text file that normally contains a website name and unique user information (it will not identify you, but the computer you are using). The next time you visit that site your computer will check to see if you already have a cookie from that site. If there is an existing cookie, your computer will send the information in the cookie to the website. This will allow the site to work out how long you visit the site for and how often, and the pages you looked at, for example. By using cookies we can improve the way our site works and the relevance of the content for you.

Our website works best if you accept our cookies.
You can set your browser software to accept all cookies, to notify you when a cookie is issued, or not to receive cookies at any time. **If you refuse all cookies, some parts of our website may not work.**

## Types of cookies

### Session (or Transient) Cookies

Session cookies are stored in your computer's memory for the length of your browsing session. They become inaccessible after the session has been inactive for a time and are automatically deleted from your computer when the browser is closed. They allow you to move from page to page without having to log-in repeatedly.

### Persistent (or Permanent) Cookies

Persistent cookies that are stored on the user's computer memory and are not deleted when the browser is closed. They are used to keep your preferences for the website, so they will be remembered for next time you visit the website. They are also used to collect information about the numbers of visitors, the average time spent on a particular page and analyse behaviour on the website. This information is used to find out how the well the website works and where it can be improved.

### Flash Cookies (or Locally Shared Objects)

You probably have Adobe Flash installed on your computer. Websites that contain Flash can also store small files on your computer that are used in the same way as cookies.

Flash cookies can also back up the data that is stored in other cookies. When you delete cookies, your Flash cookies are not affected. So a website may still recognise you if it backed up the deleted cookie information on a Flash cookie.

### Third-party cookies

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Third-party companies may also set cookies on our behalf. We are working with these third parties to get a full list of the cookies they use and what they are used for.

## Advertising on other websites

Cookies are used to advertise relevant products to you on other websites. They are displayed by an agency called Criteo. See more information about Criteo.

The data contained in the cookie used in these adverts is anonymous and doesn't contain any of your personal details. You can **opt out of these adverts on the Criteo website**.

## Sharing with social networks

If you use the buttons that allow you to share content with your friends via social networks like twitter and facebook, these companies may set a cookie on your computer memory. Find out more about these here:

**https://www.facebook.com/about/privacy/**
**http://twitter.com/privacy**
**http://www.google.com/intl/en-GB/policies/privacy/**

# How do I opt out of cookies?

You can manage the cookies that you allow on your computer through the internet browser that you use. You can also ask to be alerted every time a cookie is offered. There are instructions on how to manage your cookies using the most popular internet browsers below:

- **Find out which internet browser you use**
    1. On a PC: click on 'Help' at the top of your browser window and select 'About'
    2. On an Apple Mac: click on the Apple menu and select 'About' (make sure the browser is open)

- **Opting out of cookies in Internet Explorer**
  Internet Explorer allows you to select the level of cookie filter on the basis of the source of the cookie and whether the source has a privacy policy.
    1. Choose 'Tools'
    2. Click on 'Internet Options'
    3. Click the 'Privacy' tab
    4. Move the slider to choose your settings
    5. For more detailed privacy settings click on 'Advanced'

- **Opting out of cookies in Safari**
    1. Choose 'Preferences' from Safari menu
    2. Select 'Security'
    3. Cookie settings are shown
    4. Choose your settings

- **Opting out of cookies in Google Chrome**

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As a default, Google Chrome allows all cookies. You can manage the behaviour of first-party and third-party cookies or even block them completely.

1.  Click on the 'Tools' menu
2.  Select 'Options'
3.  Click the 'Under the Bonnet' tab
4.  Find the 'Privacy' section
5.  Click 'Content settings'
6.  Click the 'Cookie settings' tab and choose your settings

o   **Opting out of cookies in Mozilla Firefox**
    You can configure which sites are allowed to set cookies, how long to keep them for, and view and manage your existing cookies.

1.  Click on 'Menu', then 'Options'
2.  Select 'Privacy'
3.  Select 'Cookies'
4.  Choose your settings

o   **Opting out of cookies in AOL**

1.  From the AOL toolbar, select 'Settings'
2.  Select 'Internet Options'
3.  Select 'Use your Internet Explorer Settings to set advanced browser options'
4.  Select the 'Privacy' tab
5.  Select 'Advanced'
6.  Deselect override automatic cookie handling button
7.  Choose your settings

o   **Opting out of Flash Cookies**
    If you'd like to control the use of Flash Cookies on your computer, Adobe's website offers tools to do this.

    If you use Mozilla Firefox to browse the internet, you can **use an add-on to find and delete Flash Cookies**.

## More about cookies

For more information about cookies, including details of how to delete and control them, go to **www.aboutcookies.org** or **www.allaboutcookies.org**

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