

SANDERSONS ARCHIVING SOLUTIONS LIMITED COOKIE PRIVACY POLICY

Policy last updated: **22nd December 2014**

We use cookies and similar tools across our websites to improve their performance and enhance your user experience. This policy explains how we do that.

HOW SANDERSONS ARCHIVING SOLUTIONS LIMITED USES THE INFORMATION COLLECTED THROUGH COOKIES AND OTHER TRACKING TECHNOLOGIES

A cookie is a small text file that is downloaded to your computer when visiting a web site. It allows that web site to recognize your computer when you return, enabling it to display personalized settings and other user preferences. Cookies also help web sites improve the relevance of the advertising you see online. Other tracking technologies (including “web beacons” and “transparent GIF files”) are technical mechanisms that enable our service providers to gather information on your response to our advertisements, e-mails, and other online marketing materials.

The cookies and other tracking technologies Sandersons Archiving Solutions Limited directly places on your computer are functional in nature, enabling us to provide enhanced features, and may be used to:

- maintain your preferences for usage of the Site
- allow the Site to be viewed properly on your computer
- determine your ability to receive HTML-based e-mail messages

THIRD PARTY COOKIES AND OTHER TRACKING TECHNOLOGIES

The cookies and other tracking technologies our third party service providers place on your computer may be used to:

- help manage our online advertising and email marketing
- learn which advertisements and emails bring you to our Site
- learn how you use the Site
- allow our service providers to compile aggregate statistics about an e-mail campaign for us
- track your response to our advertisements, emails and Site content
- allow us to better target interactive advertising
- enhance customer support
- provide offers and promotions that we believe would be of interest to you

We or our service providers may sometimes combine information you previously provided (such as your name or email address) with information collected by cookies and other tracking technologies in order to conduct these or other activities.

Note: Sandersons Archiving Solutions Limited is not responsible for and does not accept any liability for the functionality of and actions taken by cookies and other tracking technologies created and placed by our third party service providers. We advise you to familiarize yourself with the individual privacy policy and other terms for each third party service provider prior to submitting your Personal Information.

HOW TO MANAGE YOUR COOKIES

As explained above, cookies help you to get the most out of our websites.

Please be aware that restricting or rejecting cookies or not consenting to their use may impact the functionality of the Sandersons Archiving Solutions Limited website, by slowing its performance or preventing some features from working.

If you wish to restrict, block, delete, or receive notification when cookies are set on your device, you can do this through your browser settings; the Help function within your browser should tell you how. Alternatively, you may wish to visit www.aboutcookies.org, which contains comprehensive information on how to do this on a wide variety of desktop browsers.

If you have any questions about our privacy policy, please contact us at legal@sandersonsarchivingsolutions.co.uk or in writing to the Director for Privacy & Compliance at 16 Timothy Court Stockton on Tees TS18 3AU

www.sandersonsarchivingsolutions.co.uk