



# Cookie Policy

Version 1.1 – reviewed November 2017

## 1. WHAT COOKIES ARE

Cookies are tiny data files that some websites place on your computer or other device when you visit. They are used on many websites, including on the APEB website: [www.apeb.org.uk](http://www.apeb.org.uk).

Cookies are commonly used by websites to remember some aspect of your current or previous visit. This could include things like the choices you have made or preferences you have chosen during your visit. Websites commonly do this in order to improve or tailor your current and future visits to that site or other related sites.

One example may be when you visit a site that you have been to before, that site may use a cookie to check what information you've looked at previously to get an idea of the topics that may be of interest to you.

The information stored in a cookie can only be read by the website that placed the cookie or other sites that it has agreed to share information with.

## 2. OUR POLICY ON COOKIES

Our policy is to use cookies only to improve the way we do business with you or when they are essential to the way our site works.

The types of activities we may use cookies for are to:

- store details that help you to manage accounts and policies online, such as user login details;
- find out how people use our site, such as how often they visit, which pages they go to, and which links they click on, so that we can improve it; and
- help us to provide relevant information, such as details of products, services and other information that you may be interested in.

Where you have accessed our website via a third party website, your web browser may have already accepted a cookie. Whilst we are unable to accept any responsibility for these third party cookies (as they are not promoted or created by us), we would recommend that you review the privacy policies for any search engines or websites that have linked you to our website, so that you may fully understand the privacy policies they currently have in place.

## 3. DETAILS ON HOW WE USE COOKIES

Types of cookies used

We use two types of cookies on our site:

- session cookies – these are cookies that are only stored while you are visiting our site; and
- persistent cookies – these are cookies that are stored until an expiry date set by the website or in your browser.

Cookies used for transactions and forms

Some of the pages on our site contain transaction areas, such as forms, ordering areas and surveys. These areas all need cookies to function.

From time to time, we may include short-term surveys, comparisons and other temporary features on our site that could use cookies. If we do this, we'll always try to make sure that we list the cookies that are used, but this may not always be possible given the short-term nature of these features.

We are committed to protecting your privacy and security and we ensure that we meet the new regulations on cookies in full.

#### **4. HOW TO TURN OFF COOKIES**

You can turn off cookies in your browser settings. If you do turn them off, it is important to remember that you may not be able to use all the functionality/services on our site.

You can find out more about turning off cookies at the independent website [www.allaboutcookies.org](http://www.allaboutcookies.org).

#### **5. FURTHER QUESTIONS ABOUT OUR USE OF COOKIES**

Please do not hesitate to contact us at [apebuk@gmail.com](mailto:apebuk@gmail.com) or by post to APEB, St. Davids Vicarage, St. Marys Terrace, London, W2 1SJ.