

## **COOKIES POLICY**

SLG Marketing Limited, a company incorporated in England and Wales under company number 4994649, of John Swift Building, 19 Mason Street, Manchester M4 5FT with VAT Number: GB 824 9140 31, is also referred to in this Privacy Policy as “we”, “us,” “our”, “SLG” or “SLG Agency”, are committed to protecting and respecting your data and your privacy.

This Cookies Policy (together with our Privacy Policy and Terms & Conditions of Trading sets out the basis on which any Personal Data we collect from you, or that you provide to us, will be processed by us and the purpose for our collection of it. Please read the following carefully to understand our practices regarding your Personal Data and how we treat it.

### **IP Addresses:**

We may collect information about your device, including where available, your IP address, operating system and browser type, for system administration and to collect aggregate information for us to use to improve our website. This is statistical data about our users’ browsing actions and patterns and does not identify any individual.

## **Cookies**

### **What are cookies and why do we use them?**

Cookies are small text files that are created and stored on your browser or the hard drive of your device by websites that you visit to enable the website to proactively operate and ‘remember’ who you are. They are also used to monitor website traffic. Cookies are generally only visible to the website that serves them and not to other websites.

Our cookies are used on our website to ‘remember’ information so that it can be passed from page to page and to collect website statistics. This statistical data may be used to help improve our website, the services and information we provide to you. Some of our cookies will also recognise you as a previous visitor the next time you visit our website to improve your experience.

### **There are two types of Cookie:**

**Session Cookies** – These cookie files are erased when you close your browser. This cookie stores your browsing information and will be active until you leave a site and close your browser.

**Persistent Cookies** – These files stay in one of a browser's subfolder until they are deleted manually on your browser or your browser deletes them based on the duration period contained within the persistent cookie's file. You can set your browser to automatically remove these cookies on logging off.

### **Our use of Cookies:**

At SLG Marketing we specifically use cookies for:

- Social sharing – enabling you to share SLG stories and page content via social media components like Facebook and Twitter
- Analytics – We like to anonymously keep track of user behaviour to help us keep our website content relevant and up to date. It's also useful to identify trends of how people navigate through our website

### **How to manage Cookies:**

Most internet browsers accept cookies automatically however you can accept, delete or disable cookies if you wish; the process for which can usually be found in your internet browser's 'Help' menu.

If you don't want these cookies to be used when visiting SLG's website, you can remove them by following these simple steps:

1. Click Tools & select Internet Options

2. Click the Privacy Tab and select Advanced
3. Click Override automatic cookie handling
4. Specify how you wish to handle cookies from first-party websites and third-party websites

For more information about cookies and instructions on how to adjust your browser settings to accept, delete or reject cookies, see the IAB website (<http://www.youronlinechoices.com/uk>). The relevant page for adjusting your browser settings is available here (<http://www.youronlinechoices.com/uk/five-top-tips>).

If you disable cookies then, whilst you may be able to browse our website, some of the cookies we use may be essential for the operation and features we offer and therefore may not be available to you. Unless you have adjusted your browser settings so that it will refuse cookies, our system will issue cookies as soon as you visit our website.

## **Security**

SLG Marketing Limited takes great care to ensure the security of our platforms, including websites and your personal information is kept secure and safe. Only authorized personnel have access to your information. We will keep your information secure by taking appropriate technical and organizational measures against unauthorised or unlawful processing, accidental loss, destruction and damage.

## **Changes in our Cookies Policy**

We may change this Cookies Policy at any time by amending this page. You are expected to check this page from time to time to take notice of any changes we have made as they are binding on you. If we make any substantial changes we will clearly notify you by posting a prominent notice on our website.

## **Contact Us**

If you have any questions about how we use cookies or if you have any comments or wish to seek communications from us or to complain about the use of cookies, please contact us at:

### **Managing Director**

SLG Marketing Limited

John Swift Building

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Manchester

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Tel: +44 (0) 161 832 5574

Available during office hours which are Mon – Thur: 09.00 – 17.30 Fri: 09.00 – 17.00 (GMT)

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