

HD WORDS – COOKIE POLICY – VERSION CONTROL

<b>Version</b>	<b>Date</b>	<b>Amendments</b>	<b>Signature</b>	<b>Position</b>
1.0	12/2/2020			

## HD WORDS – COOKIE POLICY

At HD WORDS we respect your personal data. This cookie policy explains how the cookies used on our website work. We ask that you read this policy carefully and in conjunction with our Website User privacy policy.

## CONTACT DETAILS

HD WORDS

34 Grenville Gardens, Troon, Camborne, Cornwall TR14 9DT

07941 632285

[info@hdwords.co.uk](mailto:info@hdwords.co.uk)

[www.hdwords.co.uk](http://www.hdwords.co.uk)

## WHO WE ARE AND OUR WEBSITE

This website is operated by HD WORDS and this cookie policy relates to your use of our website, which is [www.hdwords.co.uk](http://www.hdwords.co.uk).

## WHAT ARE COOKIES?

A cookie is a small text file which is placed onto your device (e.g. computer, smartphone or another electronic device) when you use our website. These help us recognise you and your device and store some information about your preferences or past actions.

For example, we may monitor how many times you visit the website, which pages you go to, traffic data, location data and the originating domain name of a user's internet service provider. This information helps us to build a profile of our users. Some of this data will be aggregated or statistical, which means that we will not be able to identify you individually.

You can set your browser not to accept cookies and the websites below tell you how to remove cookies from your browser. However, some of our website features may not function as a result.

For further information on our use of cookies, including a detailed list of your information which we may collect through cookies, please see below.

## OUR USE OF COOKIES

We use cookies on this website to:

- recognise you whenever you visit this website (this speeds up your access to the website as you do not have to log in each time);
- obtain information about your preferences and use of our website;
- carry out research and statistical analysis to help improve our content, products and services and to help us better understand our users' requirements; and
- make your online experience more efficient and enjoyable.

For further information on cookies generally visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## TYPES OF COOKIES

The cookies we place on your device fall into the following categories:

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### SESSION COOKIES

These allow our website to link your actions during a particular browser session. These expire each time you close your browser and do not remain on your device afterwards

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### PERSISTENT COOKIES

These are stored on your device in between browser sessions. These allow your preferences or actions across our website to be remembered. These will remain on your device until they expire, or you delete them from your cache.

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### STRICTLY NECESSARY COOKIES

These cookies are essential for you to be able to navigate our website and use its features. Without these cookies, the services you have asked for could not be provided.

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### PERFORMANCE COOKIES

These cookies collect information about how you use our website, e.g. which pages you go to most often. These cookies do not collect personal data about you. All information collected by these cookies is aggregated and anonymous and is only used to improve how our website works.

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### FUNCTIONALITY COOKIES

These cookies allow our website to remember the choices you make (such as your user-name, language, last action and search preferences) and provide enhanced, more personal features. The information collected by these cookies is anonymous and cannot track your browsing activity on other websites.

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## TARGETING COOKIES

Also known as advertising cookies, these cookies are used to deliver adverts more relevant to you and your interests. They are also used to limit the number of times you see an advertisement on our website and help measure the effectiveness of the advertising campaign. They are usually placed by advertising networks with the website operator's permission. They remember that you have visited a website and this information is shared with other organisations such as advertisers.

## HOW TO TURN OFF COOKIES

If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of this website. For further information about cookies and how to disable them please go to the Information Commissioner's webpage on cookies: <https://ico.org.uk/for-the-public/online/cookies/>.

You may select which cookies to allow, block or delete (in whole or in part) through the specific functions of your browser. However, if all or some of the cookies are disabled, the website may not be available or may not work properly and you may be forced to change or manually enter some information or preferences each time you visit the website. For more information on how to set preferences on the use of cookies through your browser, click the appropriate link:

- [Internet Explorer](#)
- [Firefox](#)
- [Safari](#)
- [Chrome](#)
- [Edge](#)

## HOW TO COMPLAIN

You can complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The ICO's details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113