

## Sheffield Window Centre's Cookie Policy

This Cookie Policy describes the different types of cookies that may be used in connection with the website owned and controlled by us from which you are accessing this Cookie Policy (the "Site"), and how you can manage them.

We may change this Cookie Policy at any time. Please take a look at the "LAST UPDATED" legend at the top of this page to see when this Cookie Policy was last revised. Any changes in this Cookie Policy will become effective when we make the revised Cookie Policy available on or through the Site.

### What is a cookie?

Cookies are small text files that are stored on your computer or mobile device. They are widely used in order to make websites work, or work in a better, more efficient way. They can do this because websites can read and write these files, enabling them to recognise you and remember important information that will make your use of a website more convenient (for example by remembering preference settings).

### What cookies do we use?

Below we list the different types of cookies that may be used on the Site. Note that to the extent information collected through cookies constitutes personal information, the provisions in the Privacy Policy apply and complement this Cookie Policy.

#### Essential Cookies.

Essential cookies are necessary for the Site to work and enable you to move around it and to use its services and features. Without these absolutely necessary cookies, the Site will not perform as smoothly for you as we would like it to and we may not be able to provide the Site or certain services or features you request.

Cookie type	Description	How to manage cookies
Session	Session cookies are used to maintain the state of the application	Accept/refuse via browser settings
Load balancing	Load balancing cookies are used to distribute the assets across the multiple servers and lighten the server load.	Accept/refuse via browser setting
User ID	User ID cookies are used to ensure that users only see their own information	Accept/refuse via browser setting
Security	Security cookies are used for security controls and checks	Accept/refuse via browser setting

### **Analytics cookies.**

Analytics cookies collect information about your use of the Site, and enable us to improve the way it works. For example, analytics cookies show us which are the most frequently visited pages on the Site, help us record any difficulties you have with the Site, and show us whether our advertising is effective or not. This allows us to see the overall patterns of usage on the Site, rather than the usage of a single person.

<b>Cookie type</b>	<b>Description</b>	<b>How to manage cookies</b>
Google Analytics	Google Analytics cookies collect aggregate statistical data to improve site presentation and navigation	<a href="https://tools.google.com/dlpage/gaoptout">https://tools.google.com/dlpage/gaoptout</a>

### **How do I manage cookies?**

In addition to the options provided above, you may refuse, accept or remove cookies from the Site at any time by activating or accessing the setting on your browser. Information about the procedure to follow in order to enable, disable or remove cookies can be found on your Internet browser provider's website via your help screen.

You may wish to refer to <http://www.allaboutcookies.org/manage-cookies/index.html> for information on commonly used browsers. Please be aware that if cookies are disabled or removed, not all features of the Site may operate as intended.