

# Privacy Policy

This privacy policy explains what information is collected about you, how we use this information, how you can tell us if you prefer to limit the use of the information, and the procedures that we have in place to safeguard your privacy.

## **The information we collect and how we use it**

If you contact us and provide any personal data (such as name, address, telephone number etc) then this information will only be used in the course of providing service to you. We will not send unsolicited communications to you unless you explicitly give your consent. Also, we will not pass any of your personal details on to third parties unless it is necessary to facilitate your enquiry.

In addition to any personal data you might supply to us, we collect aggregate information and statistics for the purposes of monitoring website usage in order to help us develop the site and our services and we may provide such aggregate information to third parties. These statistics will not include information that can be used to identify any individual.

## **Cookies**

A cookie is a small amount of data, which often includes a unique identifier that is sent to your computer or mobile phone (referred to here as a 'device') browser from a website's computer and is stored on your device's hard drive. Each website or third party service provider used by the website can send its own cookie to your browser if your browser's preferences allow it, but (to protect your privacy) your browser only permits a website or third party service provider to access the cookies it has already sent to you, not the cookies sent to you by other sites or other third party service providers.

Cookies record information about your online preferences and allow us to provide the most relevant website experience. Users have the opportunity to set their devices to accept all cookies, to notify them when a cookie is issued, or not to receive cookies at any time. The last of these means that certain personalised services cannot then be provided to that user and accordingly you may not be able to take full advantage of all of the website features. Each browser is different, so check the 'Help' menu of your browser to learn how to change your cookie preferences.

## ***How to manage your cookies***

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [All About Cookies](#).

To control or delete cookies on your mobile phone, please refer to your handset manufacturer's help manual.

To opt out of being tracked by Google Analytics across all websites visit [Google Analytics Opt-Out](#).

Ipsemet Ltd  
4 Devonshire St  
Marylebone,  
London W1W 5DT

Registered in England. Company registration 08750571. VAT no. 196425478.