

## 1. VALUES

- 1.1 Thank you for trusting us with some information about you. We take that trust seriously, and we want you to know how we use your information and why.
- 1.2 If you have queries about how we use your data (refer to our Data Privacy Policy) or comments or questions about this Policy, please do email us. The email address to use is set out in paragraph 2.4 below.
- 1.3 We keep this Policy under regular review, and this policy may be updated from time to time. This Policy was last updated on the date given in 2.5 below.

## 2. WHO ARE WE?

- 2.1 Company Name: Emerald Business Bureau Limited
- 2.2 Director(s): Emma Bennett
- 2.3 Company  
Registration No.: 8115593
- 2.4 Email Address for  
Official Notices: [info@emeraldbusinessbureau.co.uk](mailto:info@emeraldbusinessbureau.co.uk)
- 2.5 Date Policy Last Updated – July 2019

## 3. WHAT IS A COOKIE?

- 3.1 Cookies are small files which are stored on a user's computer. They and similar technologies enable you to be remembered when using that computer or device to interact with websites and online services and can be used to manage a range of features and content as well as storing searches and presenting personalised content.

## 4. WHY DO WE USE COOKIES?

- 4.1 Our Site uses cookies and similar technologies to distinguish you from other users of Our Site. This helps us to provide you with a good experience when you browse Our Site and also allows us to improve Our Site.
- 4.2 If you have consented to us using cookies, then you can withdraw this consent at any time by disabling them as described below.
- 4.3 By continuing to visit or use our services, you are agreeing to the use of cookies and similar technologies for the purposes we describe in this policy.

## 5. HOW LONG DO THEY LAST?

- 5.1 A number of cookies and similar technologies we use last only for the duration of your web session and expire when you close your browser. Others are used to remember you when you return to Our Site and will last for longer.

## 6. WHAT TYPE OF COOKIES DO WE USE?

6.1 We use cookies and/or other similar technologies such as tracking GIFs, either alone or in combination with each other to create a unique device ID.

6.1.1 We use the following types of cookies:

6.1.1.1 Analytical/performance cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us for our legitimate interests of improving the way our website works, for example, by ensuring that users are finding what they are looking for easily.

6.1.1.2 Functionality cookies. These are used to recognise you when you return to our website. This enables us, subject to your choices and preferences, to personalise our content, greet you by name and remember your preferences (for example, your choice of language or region).

## 7. DISABLING COOKIES

7.1 Most web browsers automatically accept cookies and similar technologies, but if you prefer, you can change your browser to prevent that, and your help screen or manual will tell you how to do this.




7.2 The effect of disabling cookies depends on which cookies you disable but, in general, the website may not operate properly if all cookies are switched off.



7.3 If you want to disable cookies on our site, you need to change your website browser settings to reject cookies. How you can do this will depend on the browser you use.

7.4 To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [wikipedia.org](http://wikipedia.org), [www.allaboutcookies.org](http://www.allaboutcookies.org), or [www.aboutcookies.org](http://www.aboutcookies.org).

## 8. OTHER HELPFUL RESOURCES

8.1 Browser manufacturers provide help pages relating to cookie management in their products. Please see below for more information.

-  [Google Chrome](#)
-  [Internet Explorer](#)
-  [Mozilla Firefox](#)

-  [Safari \(Desktop\)](#)
-  [Safari \(Mobile\)](#)
-  [Android Browser](#)

8.2 For other browsers, please consult the documentation that your browser manufacturer provides.

Signed: *E J Bennett*

Name: Emma Bennett

Position: Director

Date: 1<sup>st</sup> July 2019