## PLEASE READ THIS COOKIE POLICY CAREFULLY BEFORE USING THIS SITE

## Information about our use of cookies

- 1. **www.crea8ingcareers.com** ("**our site**") is a site operated by Crea8ing Careers CIC ("**we**" or "**us**"). We are registered in England and Wales under company number 8700217 and have our registered office at 34 Pennington Road, Tunbridge Wells, Kent TN4 0SL.
- 2. Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a positive experience when you browse our website and also allows us to improve our site.
- 3. A cookie is a small file of letters and numbers that, if you agree, we store on your browser or the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. For more information on cookies see: <a href="www.aboutcookies.org">www.aboutcookies.org</a> or <a href="www.aboutcookies.org">www.aboutcookies.org</a>.
- 4. Below you can find out more about the different uses we make of cookies. If you choose to you can prevent some or all of these cookies from being set, however if you choose to do so then this may impact your experience of our site.
- 5. We use the following types of cookies:
  - Strictly necessary cookies. These are cookies that are required for the operation of our
    website. They include, for example, cookies that enable you to log into secure areas of
    our website, or cookies that require you to re-enter your password after a certain period of
    time has elapsed to protect you against others accidentally accessing your account
    contents.
  - 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 to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily. We also use these cookies to obtain information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page;
  - Functionality cookies. These are used to recognise you when you return to our website.
    This enables us to personalise our content for you and remember your preferences (for example, your choice of language or region). We also use these cookies to obtain information about your visit, including items you viewed or searched for; page response times and download errors;
  - Targeting cookies. These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website

and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

6. Our site uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies, which are text files placed on your computer, to help us analyse how users use our site. The information generated by the cookie about your use of our website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of our site, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of our site. By using our site, you consent to the processing of data about you by Google in the manner and for the purposes set out above. Click here for an overview of privacy at Google: <a href="http://www.google.com/analytics/learn/privacy.html">http://www.google.com/analytics/learn/privacy.html</a>

To opt out of being tracked by Google Analytics across all websites visit <a href="http://tools.google.com/dlpage/gaoptout">http://tools.google.com/dlpage/gaoptout</a> and download and install the linked add-on for your current web browser. The Google Analytics Opt-out Browser Add-on is available for Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari and Opera: <a href="https://tools.google.com/dlpage/gaoptout">https://tools.google.com/dlpage/gaoptout</a>.

7. Please note that certain third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. If you would like to disable these "third party" cookies generated by advertisers or providers of targeted advertising services, you can turn them off by going to that third party's website and setting your cookie preferences to stop any further cookies being written to your machine.

Advertising companies also enable you to opt-out from receiving targeted advertising. This does not stop cookies being set, but it does stop these companies using and collecting some data, for more information and opt-out controls, please see <a href="http://www.youronlinechoices.eu/">http://www.youronlinechoices.eu/</a>

7. To unsubscribe from cookies, you may activate the setting on your internet browser that permits you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including strictly necessary cookies) you may not be able to access all or parts of our site and the functionality of our site may be impaired.

For more detailed information on how to block cookies, please look in your browser's help menu, or for an overview of the most commonly-used internet browsers, you can visit:

http://www.cookiepedia.co.uk/index.php?title=How\_to\_Manage\_Cookies; or

http://www.aboutcookies.org/