



# Cookies

## What are cookies?

Integrated Paramount Services Ltd. (IPS) uses cookies to help improve your online experience. Cookies are small pieces of data that are downloaded automatically and stored on your device when you visit our website. They enable our website to recognise our device and store some information about your preferences or past actions.

We use cookies on our website for the following reason;

1. To help us track usage patterns in order to improve and manage our site.
2. To record preferences in order to tailor your user experience to your needs.

## Our use of cookies

Our site may place and access certain first party cookies on your computer or device. First party cookies are those placed directly by us and are used only by us. We use cookies to facilitate and improve your experience of our site.

In addition to the controls that we provide, you can choose to enable or disable cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all cookies or only third-party cookies. By default, most internet browsers accept cookies, but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

You can choose to delete cookies on your computer or device at any time, however you may lose any information that enables you to access our site more quickly and efficiently including, but not limited to, login and personalisation settings.

It is recommended that you keep your internet browser and operating system up-to-date and that you consult the help and guidance provided by the developer of your internet browser and manufacturer of your computer or device if you are unsure about adjusting your privacy settings.

Google Analytics which uses its own cookies, which collects statistical data regarding user demographics, counting visits and traffic sources so we can measure and improve the performance of our site.

By using our website, you agree to these types of cookies being placed on your device.

## How to manage your cookies

All browsers are different. Depending on the browser you are using, cookies can be managed according to the steps below on two browsers;

### **Microsoft Edge (Previously Microsoft Internet Explorer)**

Open Microsoft Edge and type in the address bar: `edge://settings/privacy`

You can find more detailed instructions available at <https://microsoftedgewelcome.microsoft.com/en-gb/privacy>

### **Google Chrome**

Open Google Chrome and type in the address bar: `chrome://settings/cookies`

You can find more detailed instructions at

<https://support.google.com/chrome/answer/95647?hl=en&co=GENIE.Platform%3DiOS>

Please look up 'cookies' settings on other browsers you use if not listed here.

### **Contacting us**

If you have any questions about our site or this Privacy notice, please contact us at [DPO@ipslhr.co.uk](mailto:DPO@ipslhr.co.uk). Please ensure that your query is clear, particularly if it is a request for information about the data, we hold about you.