

## **Cookies Policy**

## 1.0 Introduction

1.1 The European Community recently introduced legislation to protect the privacy of web users by limiting how websites can use cookies. Not Alone Mentoring is committed to protecting your privacy. As part of this commitment we are providing you with information about the cookies we use, so that you can make informed decisions.

## 2.0 What Are Cookies?

- 2.1 Cookies are small text files that our website(s) or services provided for us by other companies put on your computer. The information in them helps us to improve your experience of using our website and learning with us. Many of our cookies are deleted when you log out of your learning or close your web browser. None of our cookies contain any of your personally identifiable information.
- 2.2 Because you are using our website(s) we assume that you are happy for us to use cookies in this way. If you are not happy, then you should either not use our website(s), set your web browser to not accept cookies from Not Alone Mentoring or use your web browser's anonymous browsing setting (this is called 'Incognito' in Google Chrome, 'InPrivate' in Internet Explorer and 'Private Browsing' in Firefox). For more information on cookies, how to control the use of them in your browser and how to browse the internet anonymously visit the All About Cookies website.

## 3.0 How We Use Cookies

- 3.1 Not Alone Mentoring does not currently use cookies as part of online learning experience however, as we expand we may begin to use cookies in the following ways.
- 3.2 We may use a number of session cookies to provide functionality including, but not limited to, remembering who you are when you have logged into our website(s) or learning systems, to identify you when you move from one Not Alone Mentoring system to another, to greet you by name on screen, to optimise the effectiveness of our web servers and to remember the items you have put into our shopping basket.

3.3 We may also use a number of persistent cookies to provide functionality including, but not limited to, returning you back to the point in your learning you had reached the last time you logged out, to show you content you had looked at on a previous visit to make it easier to find it again, to make sure you are only invited to complete a web survey occasionally and that you don't see alerts or messages repeatedly during a single web visit.

3.4 Our website(s) contains social network buttons. The social network may set a cookie (or cookies) on your PC when you click on one of these buttons. In order to implement these buttons on our website(s) we use code which is hosted by the relevant social network. If you are a member of some of these networks they may use this code to track that you have visited our website(s) whether you click the buttons or not. Not Alone Mentoring does not control these cookies or the underlying code. You should check the privacy statement of the relevant social network before clicking them to find out how they track their members' behaviour using these elements and how to opt out of this functionality.

Policy Created By: Katie Smith

Contact Details: not.alone.mentoring@gmail.com

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