

# Cookie Policy

We use a feature of your internet browser called "cookies" on the Griffin & King website. We do not use cookies to retrieve personal information about you from your computer. We will only gain such information if you have knowingly and willingly provided such information to us.

## Our Assurance

We value our customers and understand how important it is to treat the data we capture correctly. We consider this information a vital part of our business, so we can bring you great quality and service at fair prices. We do not, nor will we ever sell, rent or loan any data to 3rd parties that identifies you without your consent. For further details on how we use your data please see our Privacy policy.

## Your Acknowledgement

We hope that after you have read our policy you will have sufficient details about the cookies used on the Griffin & King website to be reassured that we use them responsibly.

By navigating around the Griffin & King website we will assume you are happy with cookies being set by us to improve your experience at Griffin & King.

## What is a cookie?

A cookie is a very small piece of information in the form of a text file placed on your computer hard drive by lots of the websites that you visit. Cookies allow us to help you get the best out of your visit to the website and improve your user experience, for instance by remembering that you have visited before. They can also be used to make sure that any advertising you see is relevant to you.

For further information about cookies please visit <http://www.allaboutcookies.org>

In this policy we have used the following categories of cookies:

- Performance cookies
- Targeting cookies

This categorisation has been defined by The International Chamber Of Commerce (UK).

## How does Griffin & King use cookies?

Our cookies are used to store basic information, like your user identification. They do not store password or credit card information.

## Performance cookies

Cookies are used to provide aggregated statistics on visitors to our websites and their browsing behaviour. This enables us to order the site to make customers' journeys easier, and if necessary make improvements. The data is aggregated and anonymised, which means we cannot identify you as an individual.

We use Google Analytics to carry out analytical functions on our site. You can view their privacy policy here <http://www.google.com/analytics/learn/privacy.html>

# Targeting cookies (i.e. Third Party Cookies and Cookies used for Advertising)

Griffin & King may set cookies on your computer and allow carefully selected third parties to do the same while you are browsing our site. These will collect information about your browsing habits and allow us to show you adverts while you are browsing our site and other sites on the internet. The expiration of these cookies varies but is typically 30 days.

Cookies are used to help us understand the performance of our marketing activity and improve the relevance of the adverts that you see. We use these cookies to display products and services that we think will interest you, both on our website and on other websites across the internet.

Should you wish to disable your cookies from your web browser please see "Cookie Maintenance" below.

## Cookie Maintenance

You can set your browser to accept or reject all specific cookies. You can also set your browser to alert you each time a cookie is presented to your computer. You can delete cookies that have been stored on your computer but remember, **if you prevent us from placing cookies on your computer during your visit, or you subsequently delete a cookie that has been placed, it may not be possible for you to use our website effectively.**

By disabling your cookies from the browser settings, you will be restricting the cookies that Griffin & King uses to manage its website and this will have an impact on how the website will function. This will apply to all websites once cookies are disabled via your browser settings and not only Griffin & King website.

If you would like to restrict or block cookies that are set by us and other websites, you can do this through your web browser settings. Instructions for how to do this for the five most used web browsers on Microsoft Windows and Apple OS-X are below. For other web browsers or operating systems please use the Help function on your browser to find details on how to do this. For information on how to restrict or block cookies on your mobile phone or tablet/pad device, you will need to refer to your handset or tablet manual.

## Guide to Disabling Cookies in your Web Browser

### Microsoft Windows

#### Internet Explorer 7.0+

1. Click on 'Tools' in the menu bar
2. Click on 'Internet Options'
3. Click on 'Privacy' Tab on top section
4. Click on the 'Advanced' button
5. Select 'Block' for both 'First Party Cookies' and 'Third Party Cookies'
6. Click 'OK'
7. Click 'OK'

#### Firefox 3.0+

1. Click on 'Tools' in the menu bar
2. Click on 'Options'
3. Click on 'Privacy' Tab in the top section
4. From the drop down box select 'Use Custom Setting For History'
5. Un-tick the box that says 'Accept Cookies From Sites'
6. Click 'OK'

### **Google Chrome 16.0+**

1. Click on the spanner icon ('Customise and control Google Chrome')
2. Click on 'Settings'
3. Click on 'Show advanced settings'
4. Click the 'Content Settings...' button under the 'Privacy' heading
5. Click 'Block sites from setting any data' under the 'Cookies' heading
6. Scroll down and click the 'OK' button
7. Close the 'Settings' tab

### **Safari**

1. Click on 'Edit' in the menu bar
2. Click on 'Preferences...'
3. Click the 'Privacy' tab
4. Under 'Block Cookies' select 'Always'
5. Click the [X] button to close the window

### **Opera 10+**

1. Click the 'Opera' menu
2. Choose 'Settings' - 'Preferences'
3. Click the 'Advanced' tab
4. Click 'Cookies' on the left
5. Select 'Never accept cookies'
6. Click 'OK'

### **Apple OS-X**

#### **Safari**

1. Click on the 'Safari' menu
2. Click on 'Preferences...'
3. Click the 'Security' tab
4. Under 'Accept Cookies' select 'Never'
5. Close the window

#### **Opera 10+**

1. Click the 'Opera' menu
2. Click on 'Preferences'
3. Click the 'Advanced' tab
4. Click 'Cookies' on the left
5. Select 'Never accept cookies'
6. Click 'OK'

### **Firefox 3.0+**

1. Click on the 'Firefox' menu
2. Click on 'Preferences...'
3. Click on 'Privacy' Tab in the top section
4. From the drop down box select 'Use Custom Setting For History'
5. Un-tick the box that says 'Accept Cookies From Sites'
6. Close the window

### **Google Chrome 16.0+**

1. Click the 'Chrome' menu
2. Click on 'Preferences...'
3. Click on 'Show advanced settings'
4. Click the 'Content Settings...' button under the 'Privacy' heading
5. Click 'Block sites from setting any data' under the 'Cookies' heading

6. Scroll down and click the 'OK' button
7. Close the 'Settings' tab