

# Clear Desk VA Cookie Policy

Clear Desk VA's website may gather information about your general Internet use by using cookies in order to help you personalise your online experience. Where used, these cookies are downloaded to your computer automatically. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

'Essential' cookies are automatically placed on your computer or device when you access our website or take certain actions on our website. 'Non-essential' cookies and other technologies are only placed on your computer or device if you have consented to us doing so. You consent to us placing non-essential cookies on your computer or device by continuing to use our website with your browser settings set to accept cookies.

Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

We use cookies for the following purposes:

- (a) **authentication** - we use cookies to identify you when you visit our website and as you navigate our website;
- (b) **personalisation** - we use cookies to store information about your preferences and to personalise the website for you;
- (c) **security** - we use cookies as an element of the security measures used to protect user accounts, including preventing fraudulent use of login credentials, and to protect our website and services generally;
- (d) **advertising** - we use cookies to help us to display advertisements that will be relevant to you;
- (e) **analysis** - we use cookies to help us to analyse the use and performance of our website and services; and
- (f) **cookie consent** - we use cookies to store your preferences in relation to the use of cookies more generally.

Some of our service providers also use cookies and those cookies may be stored on your computer when you visit our website. These are the third party service providers that store cookies when you visit our website:

- (a) We use Google Analytics to analyse the use of our website. Google Analytics gathers information about website use by means of cookies. The information gathered relating to our website is used to create reports about the use of our website. Google's privacy policy is available at: <https://www.google.com/policies/privacy/>.

(b) We, also, use WordPress to analyse the use of our website. WordPress gathers information about website use by means of cookies. The information gathered relating to our website is used to create reports about the use of our website. WordPress's privacy policy is available at: <https://en-gb.wordpress.org/about/privacy/>

**You have the ability to accept or decline cookies.** Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you do not know how to do this, the links below set out information about how to change your browser settings for some of the most commonly used web browsers:

[Google Chrome](#)

[Mozilla Firefox](#)

[Microsoft Internet Explorer](#)

[Apple Safari](#)

For further information on how we handle personal information please refer to our Privacy Policy, <https://cleardeskvacouk.files.wordpress.com/2019/01/clear-desk-va-privacy-policy-terms-of-use.docx>