



## PRIVACY NOTICE

### How we use your information

This privacy notice tells you what to expect when Computer Accounting Services Ltd collects personal information. It applies to information we collect about visitors to our website

### Visitors to our websites

When someone visits [www.cas-ltd.co.uk](http://www.cas-ltd.co.uk) we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our site. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

### Use of cookies by Computer Accounting Services Ltd

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

We use two types of cookie on our website.

Session cookies, which are temporary cookies that remain in the cookie file of your computer until you close your browser at which point they are deleted.

Persistent or stored cookies that remain permanently on the cookie file of your computer.

Cookies cannot look into your computer and obtain information about you or your family or read any material kept on your hard drive and cannot be used to identify who you are.

Cookies cannot be used by anyone else who has access to the computer to find out anything about you, other than the fact that someone using the computer has visited a certain website. Cookies will not be used to contact you for marketing purposes.

Cookies may be used to record details of pages relating to particular products and services that you have visited on our websites. This is to provide us with generic usage statistics to allow us to improve our websites and to provide you with information about products and services that may interest you. Information on products and services may be provided via the website or by other means.

This does not affect your right to opt-out from receiving marketing material from us.

The web browsers of most computers are initially set up to accept cookies. If you prefer, you can set your web browser to disable cookies or to inform you when a website is attempting to add a cookie. You can also delete cookies that have previously been added to your computer's cookie file.

You can set your browser to disable persistent cookies and/or session cookies.

The table below explains the cookies we use and why.

| Cookie           | Name                             | Purpose   | More information   |
|------------------|----------------------------------|---|--|
| Google Analytics | _utma<br>_utmb<br>_utmc<br>_utmz | These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. | For an overview of privacy at Google, visit <a href="http://www.google.com/analytics/learn/privacy.html">www.google.com/analytics/learn/privacy.html</a> |