

## What are cookies

Cookies are small text files, which often include a unique identifier that is sent by a web server to your computer, mobile phone or any other internet enabled device (“device”) when you visit a website.

We use cookies to distinguish you from other users of the our Paperless System. This helps us to provide you with a good experience when you use the System and also allows us to improve the System. By continuing to use the system, you are agreeing to our use of cookies.

## What type do we use

We use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our system. They include, for example, cookies that enable you to log into our system and operate with other companies.

## Opting out

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you will not be able to access our system.

## Further information

- Cookie Directive: <http://www.ico.gov.uk>
- Information about cookies: <http://www.allaboutcookies.org>
- Internet Advertising Bureau: <http://www.youronlinechoices.eu>

## Changes to this policy

Please be aware that this Policy may be updated at any time. As such, please ensure that you regularly read the latest version of this page.

## Questions

If you have any questions or complaints relating to our cookie policy or how we use the personal information we have about you, please contact us and we will try to respond to you promptly.

For further details or assistance contact Evolve Ltd:  
Email: [dpofficer@evolve.ltd.uk](mailto:dpofficer@evolve.ltd.uk) Telephone: +44 (0)1467 698226