

## **Terms of Use**

Welcome to our website. If you continue to browse and use this website (our 'Site') you are agreeing to comply with and be bound by the following terms and conditions of use.

- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the \*copyright notice, which forms part of these terms and conditions.
- Unauthorised use of this website may give rise to a claim for damages and/or be a criminal
  offence.
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- Your use of this website and any dispute arising out of such use of the website is subject to the laws of England and Wales.
- \* Copyright prevents people from
  - copying your work
  - distributing copies of it, whether free of charge or for sale
  - renting or lending copies of your work
  - performing, showing or displaying your work in public
  - making an adaptation of your work
  - putting in on the internet

## Information we may collect from you

We may collect and process the following data about you:

- Information that you provide by filling in forms on our Site.
- If you contact us, we may keep a record of that correspondence.
- Details of your visits to our Site and the resources that you access.

## **Cookies**

We may obtain information about your general internet usage by using a cookie file which is stored on your browser or the hard drive of your computer. Cookies contain information that help us to improve our Site and to deliver a better and more personalised service.

If you register with us or if you continue to use our Site, you agree to our use of cookies.

## Where we store your personal data

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our Site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data transmitted to our Site and any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to assist in the prevention of unauthorised access.