# **Cookies Policy**

As a CPD-accredited trainer, I am dedicated to providing a transparent and user-friendly website experience, with a clear understanding of how cookies are used. Cookies are small text files stored on users' devices, designed to enhance website navigation, improve site performance, and deliver personalized content based on user behavior.

## **Types of Cookies Used**

- 1. **Session Cookies**: These are temporary cookies that are used only while users are navigating the website. They help manage user sessions, improve site navigation, and provide a seamless experience. Once the browser is closed, these cookies are automatically deleted.
- Persistent Cookies: Unlike session cookies, persistent cookies remain on users' devices for a
  predefined duration or until manually deleted. They store information such as user
  preferences, login details, and language settings, which helps improve the browsing
  experience by making it more personalized.
- 3. **Analytical Cookies**: These cookies collect anonymized data about users' interactions with the website, such as the pages visited, the duration of visits, and navigation patterns. This data helps understand user behavior, identify popular content, and make informed decisions to improve site features.
- Advertising Cookies: These cookies help track the effectiveness of marketing campaigns by measuring how users interact with ads. They also help deliver relevant ads based on users' interests.

### **User Consent**

Upon their first visit, users are informed about the use of cookies through a cookie banner, which provides clear options to accept, manage, or reject cookies. Users can manage cookie preferences through their browser settings. Information on how to manage or disable cookies is provided in the website's privacy policy. While disabling non-essential cookies is an option, it may impact certain website functionalities.

# **Data Use and Privacy**

Cookies do not collect sensitive personal information such as names, addresses, or financial details. Instead, they gather anonymized data to understand user interactions with the website. This data includes information about browsing behavior, pages visited, and preferences. The data collected is solely for improving website functionality, user experience, and content relevance. Cookie data is securely stored and not shared with third parties for commercial purposes without explicit user consent.

#### **Data Retention**

Cookie data is retained only for its intended duration, which varies based on the type of cookie. Session cookies are deleted immediately after a session ends, while persistent cookies remain active for up to one year or as per user preference. Analytical and advertising cookies are also subject to specified retention periods, ensuring data is not stored indefinitely.

## **User Rights and Transparency**

Users have the right to access information about cookie use, manage preferences, and withdraw consent at any time. The privacy policy outlines detailed instructions on managing cookies, including steps for disabling specific cookies in browser settings. Any questions or concerns regarding cookie usage can be addressed through the provided contact channels.

## Compliance

The cookies policy adheres to GDPR, the ePrivacy Directive, and other applicable data protection regulations, ensuring compliance with international standards. Regular audits are conducted to maintain transparency and data integrity, fostering user trust and control over personal data.

#### Conclusion

This cookies policy ensures that user privacy is respected, while still providing an optimized and personalized website experience. It emphasizes transparency, user control, and compliance with legal standards, ensuring ethical and responsible data handling. By clearly communicating cookie use and management options, users can confidently interact with the website.