Privacy Policy

Introduction

The following statement explains our policy regarding the personal information we collect about you.

1. Introduction

This policy covers the use of personal information that Wendleberryglass collects when you use wendleberryglass.co.uk. The policy also gives you information about cookies; Wendleberryglass and use of cookies; and how you may reject such cookies.

From time to time, you will be asked to submit personal information about yourself (e.g. name and email address) in order to communicate with Wendleberryglass.

By entering your details in the fields requested, you enable Wendleberryglass and its service providers to provide you with the services you select. Whenever you provide such personal information, we will treat that information in accordance with this policy. When using your personal information Wendleberryglass will act in accordance with current legislation and aim to meet current Internet best practice.

2. Visitor Information

During the course of any visit to wendleberryglass.co.uk, the pages you see, along with a short text file called a 'cookie', are downloaded to your computer. Many websites do this, because cookies enable website publishers to do useful things like find out whether the computer (and probably its user) has visited the website before. This is done on a repeat visit by checking to see, and finding, the cookie left there on the last visit.

Information supplied by cookies can help us to provide you with a better online user experience and assist us to analyse the profile of our visitors. We use cookies to remember if you prefer to see wendleberryglass.co.uk in larger text, default or high contrast. So we only use cookies to make our web site more accessible and consistent to users.

3. What is a cookie?

A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a website's computer and stored on your computer's hard drive. Each website

can send its own cookie to your browser if your browser's preferences allow it, but (to protect your privacy) your browser only permits a web site to access the cookies it has already sent to you, not the cookies sent to you by other sites.

Many sites do this whenever a user visits their website in order to track online traffic flows.

Cookies record information about your online preferences. Users have the opportunity to set their computers to accept all cookies, to notify them when a cookie is issued, or not to receive cookies at any time. The last of these, of course, means that certain personalised services cannot then be provided to that user user and accordingly you may not be able to take full advantage of all of the wendleberryglass.co.uk features. Each browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences.

For further information on cookies please visit http://www.aboutcookies.org.

4. Use and storage of your personal information

In general, any information you provide to Wendleberryglass will only be used within Wendleberryglass and by its agents and service providers. Your information will be disclosed where we are obliged or permitted by law. Also, if you post or send offensive, inappropriate or objectionable content anywhere on or to wendleberryglass.co.uk or otherwise engage in any disruptive behaviour on wendleberryglass.co.uk, Wendleberryglass can use whatever information that is available to it about you to stop such behaviour. This may involve informing relevant third parties such as your employer, school e-mail/Internet provider and law enforcement agencies about the content and your behaviour.

5. Users 16 and under

If you are aged 16 or under, please get your parent/guardian's permission beforehand, whenever you provide personal information to the Wendleberryglass's website. Users without this consent are not allowed to provide us with personal information.

6. How to find and control your cookies

If you're using Internet Explorer 6.0 or 7.0**:**

1. Choose Tools, then
2. Internet Options
3. Click the Privacy tab
4. Click on Custom Level
5. Click on the 'Advanced' button
6. Check the 'override automatic cookie handing' box and select Accept, Block or Prompt for action as appropriate.

If you're using Firefox 2.0**:**

1. Choose Tools, then
2. Options
3. Click the Privacy icon

If you're using Firefox 1.0 or 1.5**:**

1. Choose Tools, then
2. Options
3. Click the Privacy icon
4. Click the Cookies tab

If you're using Opera 8.0 or 9.0**:**

1. Choose Tools, then
2. Preferences
3. Advanced
4. Cookies

If you're using Opera 7.0**:**

1. Choose File, then
2. Preferences
3. Privacy

If you're using Netscape 6.0**:**

1. Choose Edit, then
2. Preferences
3. Click on Advanced
4. Click on Cookies

If you're using Internet Explorer 5.0 or 5.5**:**

1. Choose Tools, then
2. Internet Options
3. Click the Security tab
4. Click on Custom Level
5. Scroll down to the sixth option to see how cookies are handled by IE5 and change to Accept, Disable, or Prompt for action as appropriate.

If you're using Internet Explorer 4.0**:**

1. Choose View, then
2. Internet Options
3. Click the Advanced tab
4. Scroll down to the yellow exclamation icon under Security and choose one of the three options to regulate your use of cookies.

If you're using Internet Explorer 3.0**:**

1. Choose View, then
2. Options
3. Click on Advanced
4. Click on the button that says Warn before Accepting Cookies.

If you're using Netscape Communicator 4.0**:**

1. Choose Edit, then
2. Preferences
3. Click on Advanced
4. Set your options in the box that says Cookies.

7. How do you know which of the sites you've visited use cookies?

If you're using Internet Explorer 5.0, 6.0 or 7.0**:**

1. Choose Tools, then
2. Internet Options

3. Click the General tab
4. Click Settings
5. View Files

If you're using Firefox 2.0**:**

1. Choose Tools, then
2. Options
3. Click the Privacy icon
4. Show Cookies

If you're using Firefox 1.0 or 1.5**:**

1. Choose Tools, then
2. Options
3. Click the Privacy icon
4. Click the Cookies tab
5. View Cookies

If you're using Opera 8.0 or 9.0**:**

1. Choose Tools, then
2. Advanced
3. Cookies

If you're using Opera 7.0**:**

1. Choose File, then
2. Preferences
3. Privacy
4. Click on Manage Cookies

If you're using Netscape 6.0**:**

1. Choose Edit, then
2. Preferences
3. Click on Advanced
4. Click on Cookies
5. Click the View Cookies button

If you're using Internet Explorer 4.0**:**

1. Choose View, then
2. Internet Options
3. Under the tab General (the default tab) click
4. Settings
5. View Files.

If you're using Internet Explorer 3.0**:**

1. Choose View, then
2. Options
3. Advanced
4. View Files.

If you're using Netscape Communicator 4.0**:**

Netscape bundles all cookies into one file on your hard drive. You'll need to find the file, which it calls Cookie.txt on Windows machines.

8. How to see your cookie code

Just click on a cookie to open it. You'll see a short string of text and numbers. The numbers are your identification card, which can only be seen by the server that gave you the cookie.

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