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## WAVE 9 – COOKIE POLICY

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### BACKGROUND:

*This website [www.wave9.co.uk](http://www.wave9.co.uk) (“Our Site”) uses Cookies and similar technologies in order to distinguish you from other users. By using Cookies, We are able to provide you with a better experience and to improve Our Site by better understanding how you use it. Please read this Cookie Policy carefully and ensure that you understand it. Your acceptance of Our Cookie Policy is deemed to occur if you continue using Our Site or when you press the “accept” button on Our Cookie pop-up. If you do not agree to Our Cookie Policy, please stop using Our Site immediately.*

### 1. Definitions and Interpretation

In this Cookie Policy, unless the context otherwise requires, the following expressions have the following meanings:

|                        |   |
|------------------------|---|
| <b>“Cookie”</b>        | means a small file placed on your computer or device by Our Site when you visit certain parts of Our Site and/or when you use certain features of Our Site;   |
| <b>“Cookie Law”</b>    | means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003 and of EU Regulation 2016/679 General Data Protection Regulation (“GDPR”);  |
| <b>“personal data”</b> | means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data, as defined by EU Regulation 2016/679 General Data Protection Regulation (“GDPR”); and                    |
| <b>“We/Us/Our”</b>     | means Wave 9 Managed Services Limited, a limited company registered in England under company 0755965 whose registered and main trading address is 1 Hargreaves Court, Dyson Way, Staffordshire Technology Park, Stafford, ST18 0WN. |

### 2. Information About Us

Our Site is owned and operated by Wave 9 Managed Services Limited, a limited company registered in England under company 0755965 whose registered and main trading address is 1 Hargreaves Court, Dyson Way, Staffordshire Technology Park, Stafford, ST18 0WN.

Our VAT number is 169273379.

Data Protection Manager: Andrew Mcfarlane (Joint MD)

Email address: [dataprotection@wave9.co.uk](mailto:dataprotection@wave9.co.uk)

Telephone number: +44 (0)1785 472067

Postal Address: 1 Hargreaves Court, Dyson Way, Staffordshire Technology Park, Stafford, ST18 0WN.

### 3. **How Does Our Site Use Cookies?**

Our Site may place and access certain first party Cookies on your computer or device. First party Cookies are those placed directly by Us and are used only by Us. We use Cookies to facilitate and improve your experience of Our Site and to provide and improve Our products and services. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.

All Cookies used by and on Our Site are used in accordance with current Cookie Law. We may use some or all of the following types of Cookie:

a) **Strictly Necessary Cookies**

A Cookie falls into this category if it is essential to the operation of Our Site, supporting functions such as logging in, your shopping basket, and payment transactions.

b) **Analytics Cookies**

It is important for Us to understand how you use Our Site, for example, how efficiently you are able to navigate around it, and what features you use. Analytics Cookies enable us to gather this information, helping Us to improve Our Site and your experience of it.

c) **Functionality Cookies**

Functionality Cookies enable Us to provide additional functions to you on Our Site such as personalisation and remembering your saved preferences. Some functionality Cookies may also be strictly necessary Cookies, but not all necessarily fall into that category.

d) **Targeting Cookies**

It is important for Us to know when and how often you visit Our Site, and which parts of it you have used (including which pages you have visited and which links you have visited). As with analytics Cookies, this information helps us to better understand you and, in turn, to make Our Site and advertising more relevant to your interests.

e) **Persistent Cookies**

Any of the above types of Cookie may be a persistent Cookie. Persistent Cookies are those which remain on your computer or device for a predetermined period and are activated each time you visit Our Site.

f) **Session Cookies**

Any of the above types of Cookie may be a session Cookie. Session Cookies are temporary and only remain on your computer or device from the point at which you visit Our Site until you close your browser. Session Cookies are deleted when you close your browser.

Cookies on Our Site are not permanent and will expire as indicated in the tables below.

For more details of the personal data that We collect and use, the measures we have in place to protect personal data, your legal rights, and our legal obligations, please refer to our Privacy Policy.

For more specific details of the Cookies that We use, please refer to the tables below.

#### 4. What Cookies Does Our Site Use?

The following first party Cookies may be placed on your computer or device:

| Name of Cookie | Purpose & Type   | Persistence  | Strictly Necessary |
|----------------|--|--------------|--------------------|
| DYNSRV         | Session <i>(used for load balancing to manage server traffic demand)</i> | Session only | yes                |

Our Site uses analytics services provided by Google Universal Analytics. Website analytics refers to a set of tools used to collect and analyse anonymous usage information, enabling Us to better understand how Our Site is used. You do not have to allow Us to use these Cookies, however whilst Our use of them does not pose any risk to your privacy or your safe use of Our Site, it does enable Us to continually improve Our Site, making it a better and more useful experience for you.

The Google Universal Analytics service used by Our Site uses analytics Cookies to gather the required information as set out in the table below.

| Name of Cookie | Purpose & Type  | First or Third Party | Persistence | Strictly Necessary |
|----------------|---|----------------------|-------------|--------------------|
| _ga            | Performance <i>(used to distinguish users by assigning a randomly generated number as a client identifier)</i>                              | First                | 2 Years     | no                 |
| _gid           | Performance <i>(used to distinguish users by storing and updating a unique value for each page visited)</i>                                 | First                | 24 hours    | no                 |
| _gat           | Performance <i>(used to throttle the request rate - limiting the collection of data on high traffic sites. It expires after 10 minutes)</i> | First                | 1 minute    | no                 |

#### 5. Consent and Control

Before Cookies are placed on your computer or device, you will be shown a pop-up requesting your consent to set those Cookies. By giving your consent to the placing of Cookies you are enabling Us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of Cookies unless those Cookies are strictly necessary; however certain features of Our Site may not function fully or as intended

In addition to the controls that We provide, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all Cookies or only third party Cookies. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

#### 6. Changes to this Cookie Policy

We may alter this Cookie Policy at any time. Any such changes will become binding

on you on your first use of Our Site after the changes have been made. You are therefore advised to check this page from time to time.

In the event of any conflict between the current version of this Cookie Policy and any previous version(s), the provisions current and in effect shall prevail unless it is expressly stated otherwise.

## 7. **Our Contact Details**

If you would like to know more about how We use Cookies, please use the following details please use the following details (for the attention of Andrew McFarlane):

Email address:           dataprotection@wave9.co.uk

Telephone number:   +44 (0)1785 472067

Postal Address:       1 Hargreaves Court, Dyson Way, Staffordshire Technology Park, Stafford, ST18 0WN

## 8. **Further Information**

For more information about privacy, data protection and our terms and conditions, please review the following documents which are publicly available on our website:

- a)     Privacy Policy
- b)     Data Protection Policy
- c)     General Terms and Conditions and Data Processing Addendum