

1. INTRODUCTION

When you visit our website, you will be asked if you wish to accept cookies, you don't have to, however, please be aware that our site may not work as expected if you don't accept them.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, visit www.aboutcookies.org or www.allaboutcookies.org.

Cookies are small text files that are placed on your computer or mobile phone when you browse websites.

Our cookies help us:

- Make our website work as you'd expect
- Improve the speed/security of the site
- Allow you to share pages with social networks like Facebook
- Make our marketing more efficient

We do not use cookies to:

- Collect any personally identifiable information (without your express permission)
- Collect any sensitive information (without your express permission)
- Pass data to an advertising network
- Pass personally identifiable data to third parties
- Pay sales commissions

2. THIRD PARTY COOKIES

Our website also uses third-party cookies.

To ensure that an opt-out is maintained in respect of a particular browser, you may wish to consider using the Google browser plug-in available at <https://www.google.com/settings/ads/plugin>.

3. BLOCKING COOKIES

Most browsers allow you to refuse to accept cookies; for example:

(a) in Internet Explorer (version 11) you can block cookies using the cookie handling override settings available by clicking "Tools", "Internet Options", "Privacy" and then "Advanced";

(b) in Firefox (version 47) you can block all cookies by clicking "Tools", "Options", "Privacy", selecting "Use custom settings for history" from the drop-down menu, and unticking "Accept cookies from sites"; and

(c) in Chrome (version 52), you can block all cookies by accessing the "Customise and control" menu and clicking "Settings", "Show advanced settings" and "Content settings", and then selecting "Block sites from setting any data" under the "Cookies" heading.

Blocking all cookies will have a negative impact upon the usability of many websites.

If you block cookies, you will not be able to use all the features on our website.

4. DELETING COOKIES

You can delete cookies already stored on your computer; for example:

(a) in Internet Explorer (version 11), you must manually delete cookie files (you can find instructions for doing so at <http://windows.microsoft.com/en-gb/internet-explorer/delete-manage-cookies#ie=ie-11>);

(b) in Firefox (version 47), you can delete cookies by clicking "Tools", "Options" and "Privacy", then select "Use custom settings for history" from the drop-down menu, clicking "Show Cookies", and then clicking "Remove All Cookies"; and

(c) in Chrome (version 52), you can delete all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Clear browsing data", and then selecting "Cookies and other site and plug-in data" before clicking "Clear browsing data".

Deleting cookies will have a negative impact on the usability of many websites.

5. COOKIE PREFERENCES

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

We are planning to enhance our cookie tool to allow users to more easily change their cookie settings after their initial choice.

6. OUR DETAILS

This website is owned and operated by NextGen Virtual Assistant Services Ltd.

We are registered in England and Wales under registration number 11129053, and our registered office is at 94 Town Lane, Mobberley, WA16 7HW.

Our principal place of business is at 94 Town Lane, Mobberley, WA16 7HW.

You can contact us:

(a) using our website contact form; or

(b) by email, using the email address published on our website from time to time.