

## COOKIES AND SIMILAR TECHNOLOGIES

### What are cookies?

#### GENERAL DATA PROTECTION REGULATION (GDPR) STATEMENT COOKIES.

To make this Website work properly, we sometimes place small data files called cookies on your device; most Websites do this, too. These cookies cannot identify you. A cookie is a small text file that a Website saves on your computer or mobile device when you visit the site. It enables the Website to remember your actions and preferences (such as login, language, font size, and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another.

**HOW TO CONTROL COOKIES.** You can control and/or delete cookies as you wish. For details, see [aboutcookies.org](http://aboutcookies.org). You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site – and some services and functionalities may not work.

**DATA AND PRIVACY STATEMENT.** We do not ask for, nor do we keep any unnecessary data from our visitors, clients, customers, or enquirers. To respond to email questions, we DO require your name and e-mail address. If you would like your details deleted from our records when we have completed our communication, then please contact us at [compliance@redcapcloud.com](mailto:compliance@redcapcloud.com). We will verify your identity with an e-mail to your stored e-mail address and then comply with your request. If we already hold your data (i.e. name, e-mail and/or postal address) and you would like it removed from our storage system, please e-mail [compliance@redcapcloud.com](mailto:compliance@redcapcloud.com). Please be assured that we NEVER pass on your details to any other company or individual for their commercial or private use. We NEVER sell any data to any other company or individual for any commercial or private use. July 2020

### Cookies we use

Our Site uses the following types of cookies for the purposes set out below:

- **Essential Cookies.** These cookies are essential to provide you with services available through our Site and to enable you to use some of its features. Without these cookies, the services that you have asked for cannot be provided, and we only use these cookies to provide you with those services. These are primarily used by our employees and contractors.
- **Functionality Cookies.** These cookies allow our Site to remember choices you make when you use our Site. The purpose of these cookies is to provide you with a more personal experience and to avoid you having to re-select your preferences or re-enter information every time you visit our Site.
- **Analytics and Performance Cookies.** These cookies are used to collect information about traffic to our Site and how users use our Site. The information gathered may include the number of visitors to our Site, the websites that referred them to our Site, the pages they visited on our Site, what time of day and duration they visited our Site, whether they have visited our Site before, and other similar information. We use this information to help operate our Site more efficiently, to gather broad demographic information and to monitor the level of activity on our Site. We primarily use Google Analytics for this purpose. Google Analytics uses its own cookies. It is only used to improve how our Site works. You can find out more information about Google Analytics cookies [here](#) and about how Google protects

your data [here](#). You can prevent the use of Google Analytics relating to your use of our Site by downloading and installing the browser plugin available [here](#).

### **Disabling cookies**

You can select all or any of the cookies you wish to enable on our website by making the selections below.

If you do not accept our cookies, you may experience some inconvenience in your use of our Site. For example, we may not be able to recognize your computer or mobile device and you may need to log in every time you visit our Site.