



## THE WREN PRESS

### The Wren Press (TM) Limited Privacy Policy 2018

#### **PRIVACY POLICY**

This privacy policy sets out how The Wren Press uses and protects any information that you give The Wren Press when you use this website. The Wren Press is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

The Wren Press may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 21st March 2006.

#### **WHAT WE COLLECT**

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as post code, preferences and interests
- other information relevant to customer surveys and/ or offers

#### **WHAT WE DO WITH THE INFORMATION WE GATHER**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional email about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.
- We may use the information to customise the website according to your interests.

#### **SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

#### **HOW WE USE COOKIES**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

#### **WHAT TYPE OF COOKIES DO WE USE**

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

#### **HOW YOU CAN CONTROL COOKIES**

If cookies are disabled on your device you will still be able to use most of this site. However it may limit what you can do. How you manage your cookies depends on your browser.

To find out which browser you use:

- PC: open your browser and go to the Help menu and then click on the About option.
- Apple Mac: open your browser and go to the Apple menu and then click on the About option.
- Mobile device: check your settings.

If you would prefer to restrict or block cookies and/or delete any you may already have, then follow the how-to guide, which covers the most popular browsers, below:

- How to accept cookies
- How to view cookies
- How to delete cookies

If you would like to know more about cookies you can visit [www.allaboutcookies.org](http://www.allaboutcookies.org) which explains in detail how they can work and can be managed.

## **HOW TO ACCEPT COOKIES**

### **Internet Explorer 6.0**

1. From the menu choose Tools
2. Then Internet Options
3. Click the Privacy tab
4. Move the slider to select the level of privacy you prefer, or click Advanced for customised settings

### **Internet Explorer 7.0 and 8.0**

1. From the menu choose Tools
2. Then Internet Options
3. On the General tab, under Browsing History click Settings
4. Move the slider to select the level of privacy you prefer, or click Sites or Advanced for customised settings

### **FireFox 1.0, 2.0 and 3.0**

1. From the menu choose Tools
2. Then Options
3. Click the Privacy icon and then Show Cookies
4. Tick the check box for Accept cookies from sites
5. To allow third party cookies tick Accept third party cookies

### **FireFox up to 11.0**

1. From the menu choose Tools
2. Then Options
3. Click the Privacy icon
4. In History, set Firefox will: to Use custom settings for history
5. Tick the check box Accept cookies from sites to enable cookies, and uncheck it to disable them

### **Chrome**

1. From the browser menu choose the Spanner icon
2. Then Settings
3. Click Under the Bonnet
4. In Privacy click Content settings
5. In Cookies choose the radio button Allow local data to be set

### **Safari 5.0 (Apple Macintosh and PC Windows)**

1. From the menu choose Safari
2. Then Preferences
3. Click the Security icon
4. A cookie section allows you to block or accept cookies

### **Safari 5.1 (Apple Macintosh)**

1. From the menu choose Safari
2. Then Preferences
3. Click the Privacy icon
4. For the option Block cookies: choose Never or else From third parties and advertisers

### **Safari 5.1.5 (PC Windows)**

1. From the browser menu choose the Cog wheel icon
2. Then Preferences
3. Click the Privacy icon
4. For the option Block cookies: choose Never or else From third parties and advertisers

## **HOW TO DELETE COOKIES**

To remove cookies follow the steps in this section. Do not try to edit the cookies file on your computer.

### **Internet Explorer 6.0**

1. From the menu choose Tools
2. Then Internet Options
3. On the General tab click Settings, then View Files
4. Select a cookie and click Delete

### **Internet Explorer 7.0 and 8.0**

1. From the menu choose Tools
2. Then Internet Options
3. On the General tab, under Browsing history click Settings
4. Click View files
5. Click the Name column heading to alphabetically sort the files
6. Scroll down to files that begin with the prefix cookie: – all cookies have this prefix, and they usually contain the name of the website that created the cookie
7. Right-click to delete a cookie you want to remove
8. Close the window, then click OK twice to return to the browser window

### **FireFox 1.0, 2.0 and 3.0**

1. From the menu choose Tools
2. Then Options
3. Click the Privacy icon and then Show Cookies
4. Select a site from the list and click Remove Cookie(s)
5. To remove all sites click Remove All Cookies

### **FireFox up to 11.0**

1. From the menu choose Tools
2. Then Options
3. Click the Privacy icon
4. In History, click remove individual cookies
5. Select a site from the list and click Remove Cookie

### **Chrome**

1. From the browser menu choose the Spanner icon
2. Then Settings
3. Click Under the Bonnet
4. In Privacy click Content settings
5. In Cookies click the button All cookies and site data
6. Select a site from the list and click X

### **Safari 5.0 (Apple Macintosh)**

1. From the menu choose Safari
2. Then Preferences
3. Click the Security icon and then Show Cookies
4. Select a cookie from the list and click Remove
5. To delete all cookies click Remove All

### **Safari 5.1 (Apple Macintosh)**

1. From the menu choose Safari
2. Then Preferences
3. Click the Privacy icon and then Details
4. Select a cookie from the list and click Remove
5. To delete all cookies click Remove All

### **Safari 5.0 (PC Windows)**

1. From the menu choose Edit
2. Then Preferences
3. Click the Security icon and then Show Cookies
4. Select a cookie from the list and click the Remove button
5. To delete all cookies click Remove All

### **Safari 5.1.5 (PC Windows)**

1. From the browser menu choose the Cog wheel icon
2. Then Preferences
3. Click the Privacy icon and then Details
4. Select a cookie from the list and click Remove
5. To delete all cookies click Remove All

If you are not using any of the above browsers, then select 'cookies' in the 'Help' function for information on where to find your cookie folder. If you have any doubts or do not use any of the above systems please refer to [www.allaboutcookies.org](http://www.allaboutcookies.org), which explains in detail how cookies work and how they can be managed.

### **LINKS TO OTHER WEBSITES**

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **CONTROLLING YOUR PERSONAL INFORMATION**

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [info@wrenpress.com](mailto:info@wrenpress.com)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to [info@wrenpress.com](mailto:info@wrenpress.com).

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.