

BOOKWARD BOUND BINDERY

Cookie Policy

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Revision Schedule

Version No	Date	Approved by	Changes
1.0	1 September 2021	Business Owner	Original

Purpose

The purpose of this policy is to describe what cookies are, what we use them for, and how you can manage them during your visit to, or use of, our website.

What are cookies?

We may place small text files called “cookies” on your device when you visit our website. These files do not contain personal data, but they do contain a personal identifier allowing us to associate your personal data with a certain device.

Why do we use cookies?

These files serve several useful purposes for you, including:

- granting you access to restricted content;
- tailoring our website’s functionality to you personally by letting us remember your preferences, location or device type;
- improving how our website performs;
- understanding who our visits our website;
- allowing third parties to provide services to our website; and
- helping us deliver interest-based advertising in compliance with the applicable laws.

The types of cookies we use:

We use different types of cookies on our website. Some of these cookies are placed by us, while others are placed by our third-party plug-ins, suppliers, or advertisers. These cookies may be deleted from your device at different times, such as at the end of your browsing session or after a pre-set amount of time, or they may persist on your device until you delete them.

We use the following types of cookies on our website:

- **essential cookies** – these are cookies that allow our website to perform its essential functions. Without these cookies, some parts of our websites would stop working.
- **site analytics cookies** – these are cookies that monitor how our website is performing, and how you interact with it. We use them to know how best to improve our website.
- **functional cookies** – these are cookies that remember who you are as a user of our website.

Deleting cookies

Your internet browser generally accepts cookies automatically, but you can often change this setting to stop accepting them. You can also delete cookies manually. Deleting or no longer accepting cookies may prevent you from accessing certain aspects of our website where cookies are necessary.

Updates to this policy

We may make changes to this policy. When we make material changes to this policy, we will provide you with a prominent notice on our website or send you an email.