

## Cookies

A cookie is a message given to a web browser by a webserver. The message is then stored by the browser in a text file called cookie.txt. Each time the browser requests a page from the server, this message is sent back. A cookie's main objective is to identify users and personalise their visit by customising web pages for them for example by welcoming them by name next time they visit the same sites. A site using cookies will usually invite you to provide personal information such as your name, e-mail address and interests.

Further information about cookies is available from:

- [Scottish Information Commissioner's page on cookies](#)
- [Information Commissioner's Office](#)
- [All About Cookies](#)

Our websites use cookies to distinguish you from other users of our websites. This helps us to provide you with a good experience when you browse our websites and also allows us to improve our sites.

Our sites use Google Analytics, a web analytics service provided by Google, Inc. ("Google").

Google Analytics uses "cookies", which are text files placed on your computer, to help websites analyse how users use the sites. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States.

Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf.

Google will not associate your IP address with any other data held by Google.

You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of our websites.

**By using our websites, you consent to the processing of data about you by Google in the manner and for the purposes set out above.**

Ref: Dec 2013