

# **Privacy and Cookies Policy**

This privacy and cookies policy sets out how HQT uses and protects any information that you provide when using this website.

HQT 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; you can be assured that it will only be used in accordance with this privacy statement.

HQT may change this policy from time to time by updating this page. This policy is effective from 29th June 2020.

### What we collect?

Certain forms on this website allow us to collect the following information about you:

- Name
- Contact information, including email address
- Other information relevant to your reason for contacting us.

### What we do with the information we collect?

Any personal information you send to us via this website will be collected and stored, and used only for the purpose for which it was intended.

We will not share the information you send to us with anyone else.

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible.

## What is a cookie?

Cookies are small text files on your device. They are made by your web-browser when you visit a website. Every time you go back to that website, your browser will send the cookie file back to the website's server. Cookies are useful because they allow a website to recognise a user's device. You can find more information about cookies at: www.allaboutcookies.org and www.youronlinechoices.eu. For a video about cookies visit https://www.google.co.uk/goodtoknow/data-on-the-web/cookies
Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improving the user experience.
They can also help to ensure that adverts you see online are more relevant to you and your interests.

## How we use cookies?

Like many websites, HQT uses cookies in order to provide you with a more personalised web service.

When you access this website we will place small amounts of information on the device you are using. These small files are known as cookies and they cannot be used to identify you personally.

There are two types of cookie on this website: tracking cookies and technical cookies.

# **Tracking Cookies:**

Tracking cookies allow us to measure how many people access this website, which pages they visit, how they find the site and other related information. We use this information to maintain and improve the website, for example by ensuring we can cope with the volume of visitors and by making changes to reflect users' preferences.

The tracking cookies we use are provided by Google Analytics, a web analytics service provided by Google, Inc.