**Bristol Law Society Cookie Policy**

Bristol Law Society is committed to protecting you and any data (anonymous or otherwise) that we collect about you online. This section tells you how we use cookies, why, and how this allows us to improve our service. It also tells you how you can manage what cookies are stored on your device. We call it our "Cookie Policy".

By using our website (through any device) you agree that this Cookie Policy applies to that use in addition to any other terms and conditions which may apply.

We reserve the right to make changes to our Cookie Policy. Any such changes shall appear here and become effective immediately. Your continued use of our website is taken as meaning that you agree to any such changes.

**What are cookies?**

Cookies are files containing small amounts of information which are downloaded to the device you use when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies do lots of different and useful jobs, such as remembering your preferences, and generally improving your online experience.

There are different types of cookies. They all work in the same way, but have minor differences:

**Session cookies**

Session cookies last only for the duration of your visit and are deleted when you close your browser. These facilitate various tasks such as allowing a website to identify that a user of a particular device is navigating from page to page, supporting website security or basic functionality.

Many of the cookies we use are session cookies. For example, they help us to ensure the security of your online transactions.

**Persistent cookies**

Persistent cookies last after you have closed your browser and allow a website to remember your actions and preferences. Sometimes persistent cookies are used by websites to provide targeted advertising based upon the browsing history of the device.

For full details about our cookies, we’ve put together a list of the cookies that we use below.

**First and third-party cookies**

Whether a cookie is a first or third-party cookie depends on which website the cookie comes from. First party cookies are those set by or on behalf of the website visited. All other cookies are third party cookies. We use both first party and third-party cookies, which you can read more about in our list of the cookies that we use.

**Strictly necessary cookies**

These cookies are essential in order to enable you to move around the website and use its features and ensuring the security of your online transactions. Without these cookies products you have asked for, cannot be provided. These cookies don’t gather information about you for the purposes of marketing.

**Performance cookies**

These cookies collect information about how visitors use a web site, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor although they may collect the IP address of the device used to access the site. All information these cookies collect is anonymous and is only used to improve how a website works, the user experience and to optimise our advertising. By using our website you agree that we can place these types of cookies on your device, however you can block these cookies using your browser settings. For more information on how to do this you may wish to search major search engines such as Google, who will be able to provide you with step by step instructions.

**Functionality cookies**

These cookies allow the website to remember choices you make (such as your username if you set up an account). They may also be used to provide services you have requested such as watching a video. The information these cookies collect is anonymised (i.e. it does not contain your name, address, account details, etc) and they do not track your browsing activity across other websites. By using our website you agree that we can place these types of cookies on your device, however you can block these cookies using your browser settings. For more information on how to do this you may wish to perform a search on one of the major search engines as above.

**Targeting cookies**

These cookies collect several pieces of information about your browsing habits. They are usually placed by advertising networks. They remember that you have visited a website and this information is shared with other organisations such as media publishers. These organisations do this in order to provide you with targeted adverts more relevant to you and your interests. This type of advertising is called online behavioural advertising and those companies providing this advertising are working with the UK’s Internet Advertising Bureau to deliver more information to consumers. To highlight this information, publishers of advertising will, in the future, look to place an icon in the top right hand corner of an advert. This icon when clicked, will take you through to the website Your Online Choices where there is more help and guidance. By using our website you agree that we can place these types of cookies on your device, however you can block these cookies using your browser settings. For more information on how to do this you may wish to perform a search on one of the major search engines as above.

**What Cookies does our web site use?**

**Mailviewsplitterv**

This is a 3rd party cookie that enables use of our web mail system. This is a session cookie lasting 3 hours

**composesplitterv**

This is a 3rd party cookie that allows the composing and sending of mails using our web mail system.This is a session cookie lasting 3 hours

**\_utma**

This keeps track of the number of times a visitor has been to the site, when their first visit was, and when their last visit occurred. This cookie lasts for 2 years.

**\_utmb**

A timestamp of the exact moment in time when a visitor enters the site. This cookie lasts for 30 minutes.

**\_utmc**

A timestamp of the exact moment in time when a visitor leaves the site - having waited 30 minutes for another pageview to happen, and if it doesn't, it expires. This cookie last until the End of session.

**\_utmz**

This keeps track of where the visitor came from, what search engine was used, what link was clicked on, what keywords used, and where in the world the site was accessed from. This cookie lasts 6 months.

We use 4 Google Analytics cookies, 1 is a session cookie and 3 are long term cookies which allow us to track visitor's usage of the web site.

**What to do if you don’t want cookies to be set**

Some people find the idea of a website storing information on their computer or mobile device a bit intrusive, particularly when this information is stored and used by a third party without them knowing. Although this is generally quite harmless you may not, for example, want to see advertising that has been targeted to your interests. If you prefer, it is possible to block some or all cookies, or even to delete cookies that have already been set; but you need to be aware that you might lose some functions of that website.

**How can I control cookies?**

**Web browser cookies**:

If you don’t want to receive cookies, you can modify your browser so that it notifies you when cookies are sent to it or you can refuse cookies altogether. You can also delete cookies that have already been set.

If you wish to restrict or block web browser cookies which are set on your device then you can do this through your browser settings; the Help function within your browser should tell you how. Alternatively, you may wish to visit [www.aboutcookies.org](http://www.aboutcookies.org/), which contains comprehensive information on how to do this on a wide variety of desktop browsers.

Our website does work without cookies, but you will lose some features and functionality if you choose to disable cookies.

**Adobe Flash Player Cookies**

The Adobe Flash Player, is also capable of storing information on your device. However, these cookies cannot be controlled through your web browser. Some web browser manufacturers are developing solutions to allow you to control these through your browser, but at the present time, if you wish to restrict or block Flash Cookies, then you must do this on the Adobe website.

**April 2018**