

## A. Background

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This site uses cookies. These are small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers.

The City School of Languages website does not automatically store or capture personal information, but merely logs your IP address, which is automatically recognised by the web server.

By using our website, you consent to our use of cookies. This site uses the following cookies:

- exp\_last\_visit = Sets the datetime that the user last visited the site, and is set for both guests and logged in users.
- exp\_tracker = Every time the state is updated (the page reloaded) the last activity is set to the current datetime. Used to determine expiry.
- exp\_last\_activity = Every time the state is updated (the page reloaded) the last activity is set to the current datetime. Used to determine expiry.
- exp\_uniqueid = Used only for logged in members.
- exp\_anon = A flag set by the user to determine if they are listed in the online users.
- exp\_expiration = Determines the length of the session for a logged in user. There are two options for this cookie: if the user has selected remember me then it is set to 1 year, and if not then it's set to the datetime that the user logged in. Used only for logged in

members.

Some third-party plugins on this website (such as Google Maps) may also use cookies. For more information about cookies, and how to change your browser settings to control which cookies you accept, please visit [www.aboutcookies.org](http://www.aboutcookies.org).

We do not pass on any personal information you have given us (eg through filling in web forms) to any other site. The system will record your email address, and other information if volunteered to us by you. This will be treated as proprietary and confidential. It may be used to respond to your query or to notify you about updates to the site, or for the purposes you gave it to us (listing your event, for example).

The website contains some links to other websites. This privacy policy applies only to our site. You should always be aware when you are moving to another site and read the privacy statement of any site which collects personal information.

If this privacy policy changes in any way, we will place the revised policy on this page. This page will always tell you what information we collect, how we use it, and under what circumstances, if any, we will share it with other parties.

## **B. Changes to this cookie policy**

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If this privacy policy changes in any way, we will place the revised policy on this page. This page will always tell you what information we collect, how we use it, and under what circumstances, if any, we will share it with other parties.