

# COOKIE POLICY How our website works, and how we put you in control

In common with other websites, we use small files called cookies to help provide you with the best possible online experience. The purpose of this Cookie Policy is to inform you about what cookies are, how we use them, and what you can do to control them on our website, <u>www.lambbrooks.com</u> This policy should be read in conjunction with our Privacy Policy (which can be found via the link at the bottom of our website), which sets out information on how and why we collect, store, use and share personal information generally, as well as your rights in relation to your personal information and details of how to contact us and the supervisory authorities if you have a complaint.

### Who we are

We are Lamb Brooks LLP trading as Lamb Brooks Solicitors, or Lamb Brooks of Victoria House, 39 Winchester Street, Basingstoke, RG21 7EQ - please see the 'About us' page on our website for more information. We use a third party, Crio Digital Ltd, to host and operate the website on our behalf.

Please note that we may update this Cookie Policy at any time. Any changes we make to our Cookie Policy in the future will be posted on this page. Please check back frequently to see any updates or changes made.

#### Our website

This Cookie Policy only relates to your use of our website, <u>www.lambbrooks.com</u> – for any third party cookies, please see 'Third Party Cookies' below.

# What are cookies, how to turn off all cookies and the consequences of doing so?

A cookie is a small file of letters and numbers which is placed onto the hard drive of your device (eg. computer, tablet, or smartphone) by websites that you visit. They are generally used to make websites function, or function more efficiently. They can allow you to access information that, perhaps, is limited to you as a registered user, or to remember your preferences. They also provide information to those operating a website, for example, counting the number of people looking at a website, where they come from, the type of browser/device they use etc.

We use cookies or similar technologies on this website eg. to provide users with a functional website, offer users a more personalised browsing experience, remember preferences etc.

By using and browsing this website, you consent to cookies being used in accordance with our policy. If you do not consent, you must turn off cookies or refrain from using the site.

#### **Preference Centre**



When you first visit our website or visit it after an absence of 1 month you will be presented with a pop-up cookie consent window and preference centre (**Preference Centre**). This identifies the cookies we use and itemises them into the following 5 categories: Necessary, Preferences, Statistics, Marketing and Unclassified. You will have a choice to set your preferences or to reject all by clicking the appropriate buttons. Our website also uses third party cookies but we have no control of these and denying access to these via the Preference centre (marketing and unclassified) may not disable them. Please see below for more information of the types of cookies and third-party cookies.

You can also turn off cookies in most browsers (a browser is the software program used to access web pages on the internet – some of the common browsers include: Google Chrome; Firefox; Safari; Microsoft Edge; Opera and Internet Explorer) <u>but doing so may restrict your use of our website and/or delay or affect the way in which it operates</u>. To find out more, go to the appropriate web-based guidance page for your browser.

#### Who sets the cookies?

Both first-party and third-party cookies are used on our website.

First-party cookies are cookies set by us and which enable the website to work as you might expect it to. They are also used to give us anonymised data about how our website is being used, the browser, the type of device accessing it and where, generally, the device is located.

Third-party cookies are set by others, but may also enable us to learn more about our visitors/clients, allowing us to provide a more personalised service, in connection with advertising.

We will ask for your permission via the Preference Centre to place cookies on your device, except where it is essential or necessary for us to use them in order to provide you with a service that you have requested, or for the operation and security of our website. Consent to the use of cookies may be withdrawn at any stage, but as mentioned above, it is likely to affect your use of our website.

#### What cookies do we use?

We use the following cookies:

 Strictly necessary cookies: These are cookies that are required for the operation of our website. These essential cookies are always enabled because our website will not work properly without them. They include, for example, cookies that enable you to log into secure areas of our website to make use of e-billing services. They are also used to protect the security of our website. You can switch these cookies off in your browser settings but you may then not be able to access all or parts of our website. These are identified as "Necessary" on the pop-up Preference Centre (mentioned above).  Analytical or performance cookies: These allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily. These may fall into the "Preference" and "Statistical" categories on the pop-up Preference Centre (mentioned above).

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- Functionality cookies: These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region). These may fall into the "Preference" and "Statistical" categories on the pop-up Preference Centre (mentioned above).
- **Targeting cookies:** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. These may fall into the "Preference", "Statistical" and "marketing" categories on the pop-up Preference Centre (mentioned above).
- Third-Party Cookies: These are used when we use third-party applications on our website to customise the services that we provide, or to provide an increased functionality. They may relate to the use of social media, or the use of another complementary service. If you block these cookies you may be unable to access the services that you want to use. These are either not identified or fall into the "unclassified" and "marketing" categories on the pop-up Preference Centre (mentioned above). Lamb Brooks LLP does not control the cookies used on these third-party sites and would urge you to consult the individual websites cookie policies if you are concerned about what information they collect. These cookies are likely to be analytical/performance cookies or targeting cookies.

# **Duration of cookies**

There are two types of cookies:

**Session Cookies:** Session cookies enable us to keep track of your movement from page to page so you do not get asked for the same information you have already given to the site. They allow you to proceed through many pages of a site quickly and easily without having to authenticate or reprocess each new area you visit. Session cookies are temporary and are erased a short time after you close your browser at the end of your session. The next time you visit the website it may not recognise you and will treat you as a completely new visitor. These typically only last for the duration of the session or for up to 48 hours after you close the browser.

**Persistent Cookies**: A persistent cookie enables the website to remember you on subsequent visits, speeding up or enhancing your experience. They are used to collect identifying information about you (the user), such as web browsing behaviour or your (user preferences) for a specific website. Persistent (also known as permanent / stored) cookies



remain on your hard drive with much longer expiry dates or until you erase them. These typically last for between 1 month and 2 years after you close the browser.

### **Details of Specific Cookies Used**

You can find out details of the specific cookies used on our website from the "details" section of the Preference Centre.

#### MailChimp

Lamb Brooks may use the email services of MailChimp from time to time in order to send out larger direct email campaigns, such as newsletters and event invitations.

MailChimp uses single pixel gifs, also known as web beacons, in every email. These are very small graphic files that contain unique identifiers that enable MailChimp and Lamb Brooks to recognise when subscribers have opened an email or clicked certain links. These record each subscriber's email address, IP address, date, and time associated with each open and click for a campaign. This data is used to create reports about how an email campaign performed and what actions subscribers took – including unsubscribe requests.

You can delete the pixel by deleting the email. If you do not wish to download the pixel to your computer or other device, you can ensure this by selecting to receive emails from us, or other parties, in plain text rather than HTML, or not opening pictures in your email.

Mailchimp's Privacy Statement and Cookie Statement can be accessed here: <u>https://mailchimp.com/legal/</u>

#### Eventbrite

Lamb Brooks uses Eventbrite to collate enquiries from website visitors on the online enquiry form found on our website and to provide them to Lamb Brooks for actioning. They also assist in sending out direct email campaigns. Please see Eventbrite's privacy policy and cookie statement <u>https://www.eventbrite.co.uk/help/en-gb/articles/460838/eventbrite-privacy-policy/</u> and <u>Cookie Statement | Eventbrite Help Centre</u>

#### Contact Us:

For further information on our Cookies Policy please contact The Marketing Executive on 01256 305582 or email enquiries@lambbrooks.com with 'Cookies' in the heading

This policy was last updated on 18 July 2024