

## Cookies Policy

This Policy sets out the basis on which we, The Manufacturing Technology Centre Limited including any partly or wholly owned subsidiary, holding company or subsidiary of any holding company, to include MTC Operations Limited, The MTC – Advance Manufacturing Training Centre Limited and the Business Launch Centre Ltd, use cookies and similar technologies on or in relation to our website, [www.the-mtc.org](http://www.the-mtc.org) (our website).

Our Cookies Policy explains what cookies are, how we use cookies, how third parties we may partner with may use cookies and your choices regarding cookies.

**What are cookies?** A cookie is a small data file which is sent to your browser and stored on your computer's hard drive, mobile phone or other device. They enable the website to "remember" you, avoiding the need to re-enter your information on return to our website.

Cookies can be classified as either 'essential' or 'non-essential'.

'Essential' cookies are automatically placed on your computer or device when you access our website or take certain actions on our website. 'Non-essential' cookies and other technologies are only placed on your computer or device if you have consented to us doing so.

**Essential cookies** are cookies that are either: used solely to carry out or facilitate the transmission of communications over a network; or strictly necessary to provide an online service (e.g. our website or a service on our website) which you have requested.

**Non-essential cookies** are any cookies that do not fall within the definition of essential cookies, such as cookies used to analyse your behaviour on a website ('analytical' cookies) or cookies used to display advertisements to you ('advertising' cookies).

Cookies can be classified as either 'session' or 'persistent', depending on how long they last after they are placed on your browser.

**Session cookies** last for as long as you keep your browser open. They expire when you close your browser. **Persistent cookies** expire at a fixed point in time or if you manually delete them from your browser, whichever occurs first.

Cookies can be classified as 'first party' or 'third party'.

**First party cookies:** these are cookies placed on your device by our website domain.

**Third party cookies:** these are cookies placed on your device by third party website domains.

We use the following cookies on or in relation to our website:

Name of Cookie	Essential or Non-essential?	Type of cookie	First or Third party?	Session or Persistent?	Expiry Time	Purpose
Googe Analytics _ga CaseRetrieve.aspx.vb CatalogueRetrieve.aspx.vb	Non-essential	Analytical	Third party	Session	2 years	Used to distinguish users.
CustomContentProcess.aspx.vb CustomContentRetrieve.aspx.vb FavoriteProcess.aspx.vb	Essential	System	First party	Session	2 years	

FileRetrieveExternal.aspx.vb FormProcess.aspx.vb FormProcessv2.aspx.vb ForumEditor.aspx.vb ForumRetrieve.aspx.vb LogOutProcess.aspx.vb MemberProcess.aspx.vb OrderRetrievev2.aspx.vb PaymentProcess.aspx.vb PaymentProcessCardia.aspx.vb PaymentProcessDIBS.aspx.vb PaymentProcessDPS.aspx.vb PaymentProcessGoogle.aspx.vb PaymentProcessHPay.aspx.vb PaymentProcessValitor.aspx.vb ProductRetrieve.aspx.vb RatingProcess.aspx.vb ReferAFriendProcess.aspx.vb RSSRetrieve.aspx.vb ZoneProcess.aspx.vb CampaignProcess.aspx.vb LogOutProcess.aspx.vb						Identifies logged in users in Secure Zones. Holds the selected shipping options for some shipping providers. Keeps track of current shopping cart System session cookie Used for affiliate programs.
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### How to opt out of essential cookies

Most browsers allow you to block all cookies, including essential cookies. Please note, however, that if you block all cookies, parts of our website and its functionality may not work or display properly.

You can delete existing cookies from your browser by clearing your browsing data and ensuring that the option to delete cookies is selected.

### Non-essential cookies

We use the following types of non-essential cookies on our website:

- Functional cookies
- Analytical (or performance) cookies
- Targeting (or advertising) cookies

#### Functional cookies

These are cookies that are designed for purposes such as enhancing a website's functionality. These are either not strictly essential for the website or functionality which you have requested to work, or are cookies which serve non-essential purposes in addition to their essential purpose.

#### Analytical (or performance) cookies

These track and gather data about what a user does on a website. These cookies are not essential for our website or its functionality to work. We use the following analytical cookies on our website:

The information we collect using analytical cookies is collected on an anonymised basis.

#### Targeting cookies - Google Analytics

We use Google Analytics to assist in identifying how our website is used by visitors. We do this to make sure it is meeting our customer's needs and to understand how we can improve our site. Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. We do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are. To opt out of Google Analytics tracking across all websites in general, you can do so here: <http://tools.google.com/dlpage/gaoptout>

For information about the cookies Google uses in relation to the above, see the 'Advertising' section on the Types of cookies used by Google page in Google's cookies policy, which is available here: <https://www.google.com/policies/technologies/types/>

For information about how Google uses data from cookies for its own purposes, please visit the following link [www.google.com/policies/privacy/partners/](http://www.google.com/policies/privacy/partners/)

### **How to accept or reject cookies**

There are a number of different ways in which you can accept or reject some or all cookies and similar technologies. You are welcome to block the use of some or all of the cookies we use on our website. However, please be aware that doing so may impair our website and its functionality or may even render some or all of it unusable. You should also be aware that clearing all cookies from your browser will also delete any cookies that are storing your preferences, for example, whether you have accepted cookies on a website or any cookies that are blocking other cookies.

We may also use your IP address to help diagnose problems with our server and to administer our website. An IP address is an assigned number, similar to a telephone number, which identifies your computer on a network. Your IP address is also used to gather broad demographic information such as geographic location indicating where website users are browsing from. IP addresses are always anonymised when measuring website usage.

For more information about cookies, including how to set your browser to reject them, please go to [www.allaboutcookies.org](http://www.allaboutcookies.org). We also recommend that you take the time to read the 'cookie code' developed by the International Chamber of Commerce (ICC) for use by website operators to comply with the new rules.