
COOKIE POLICY

BACKGROUND:

This website www.glassoffices4u.com ("Our Site") uses Cookies and similar technologies in order to distinguish you from other users. By using Cookies, We are able to provide you with a better experience and to improve Our Site by better understanding how you use it. Please read this Cookie Policy carefully and ensure that you understand it. Your acceptance of Our Cookie Policy is deemed to occur if you continue using Our Site when you press the OK button on Our Cookie pop up. If you do not agree to Our Cookie Policy, please stop using Our Site immediately.

1. Definitions and Interpretation

1.1 In this Cookie Policy, unless the context otherwise requires, the following expressions have the following meanings:

"Cookie"	means a small file placed on your computer or device by Our Site when you visit certain parts of Our Site and/or when you use certain features of Our Site;
"Cookie Law"	means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003 and, where applicable, the UK GDPR;
"personal data"	means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data, as defined by the UK GDPR and the Data Protection Act 2018 (the "Data Protection Legislation"); and
"We/Us/Our"	means GLASS OFFICES 4U, a limited company registered in England under company number 08876107, whose registered address is 1 Millside Industrial Estate, Southmill Road, Bishops Stortford, Hertfordshire, England, CM23 3DP.

2. Information About Us

2.1 Our Site is owned and operated by GLASS OFFICES 4U, a limited company registered in England under company number 08876107, whose registered address is 1 Millside Industrial Estate, Southmill Road, Bishops Stortford, Hertfordshire, England, CM23 3DP.

2.2 Our Data Protection Officer is Michal Sikora and can be contacted by email at [glassoffices4u.co.uk/michael@glassoffices4u.co.uk](mailto:michael@glassoffices4u.co.uk), by telephone on 08000096689, or by post at 1 Millside Industrial Estate, Southmill Road, Bishops Stortford, Hertfordshire, England, CM23 3DP.

3. How Does Our Site Use Cookies?

3.1 Our Site may place and access certain first party Cookies on your computer or device. First party Cookies are those placed directly by Us and are used only by Us. We use Cookies to facilitate and improve your experience of Our Site

and to provide and improve Our services. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.

- 3.2 By using Our Site, you may also receive certain third-party Cookies on your computer or device. Third party Cookies are those placed by websites, services, and/or parties other than Us. Third party Cookies are used on Our Site for Advertising. For more details, please refer to section 4 below.
- 3.3 All Cookies used by and on Our Site are used in accordance with current Cookie Law. We may use some or all of the following types of Cookie:
 - 3.3.1 **Strictly Necessary Cookies**

A Cookie falls into this category if it is essential to the operation of Our Site, supporting functions such as logging in, your shopping basket, and payment transactions.
 - 3.3.2 **Analytics Cookies**

It is important for Us to understand how you use Our Site, for example, how efficiently you are able to navigate around it, and what features you use. Analytics Cookies enable us to gather this information, helping Us to improve Our Site and your experience of it.
 - 3.3.3 **Functionality Cookies**

Functionality Cookies enable Us to provide additional functions to you on Our Site such as personalisation and remembering your saved preferences. Some functionality Cookies may also be strictly necessary Cookies, but not all necessarily fall into that category.
 - 3.3.4 **Targeting Cookies**

It is important for Us to know when and how often you visit Our Site, and which parts of it you have used (including which pages you have visited and which links you have visited). As with analytics Cookies, this information helps us to better understand you and, in turn, to make Our Site and advertising more relevant to your interests.
 - 3.3.5 **Persistent Cookies**

Any of the above types of Cookie may be a persistent Cookie. Persistent Cookies are those which remain on your computer or device for a predetermined period and are activated each time you visit Our Site.
 - 3.3.6 **Session Cookies**

Any of the above types of Cookie may be a session Cookie. Session Cookies are temporary and only remain on your computer or device from the point at which you visit Our Site until you close your browser. Session Cookies are deleted when you close your browser.
- 3.4 Cookies on Our Site are not permanent and will expire indicated in the table below.
- 3.5 For more specific details of the Cookies that We use, please refer to the table below.

Cookie name	Type of Cookie	Strictly necessary?
cf_clearance	Cloudflare, Security	Yes
PHPSESSID	Session Cookie	Yes
wp-settings-1	Used to run the website	Yes
wp-settings-time-1	Used to run the website	Yes

4. Consent and Control

- 4.1 Before Cookies are placed on your computer or device, you will be shown a pop up requesting your consent to set those Cookies. By giving your consent to the placing of Cookies you are enabling Us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of Cookies unless those Cookies are strictly necessary; however certain features of Our Site may not function fully or as intended. You will be given the opportunity to allow and/or deny different categories of Cookie that We use.
- 4.2 In addition to the controls that We provide, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all Cookies or only third party Cookies. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.
- 4.3 The links below provide instructions on how to control Cookies in all mainstream browsers:
- 4.3.1 Google Chrome:
<https://support.google.com/chrome/answer/95647?hl=en-GB>
- 4.3.2 Microsoft Internet Explorer: <https://support.microsoft.com/en-us/kb/278835>
- 4.3.3 Microsoft Edge: <https://support.microsoft.com/en-gb/products/microsoft-edge> (Please note that there are no specific instructions at this time, but Microsoft support will be able to assist)
- 4.3.4 Safari (macOS):
https://support.apple.com/kb/PH21411?viewlocale=en_GB&locale=en_GB
- 4.3.5 Safari (iOS): <https://support.apple.com/en-gb/HT201265>
- 4.3.6 Mozilla Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-Cookies-website-preferences>
- 4.3.7 Android:
<https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DAndroid&hl=en> (Please refer to your device's documentation for manufacturers' own browsers)

5. **Changes to this Cookie Policy**

- 5.1 We may alter this Cookie Policy at any time. Any such changes will become binding on you on your first use of Our Site after the changes have been made. You are therefore advised to check this page from time to time.
- 5.2 In the event of any conflict between the current version of this Cookie Policy and any previous version(s), the provisions current and in effect shall prevail unless it is expressly stated otherwise.

6. **Further Information**

- 6.1 If you would like to know more about how We use Cookies, please contact Us at info@glassoffices4u.co.uk, by telephone on 08000096689, or by post at 1 Millside Industrial Estate, Southmill Road, Bishops Stortford, Hertfordshire, England, CM23 3DP.
- 6.2 For more information about privacy, data protection and our terms and conditions, please look at our Privacy policy available on this site.