# Kate Mercy Glass - Privacy Policy

This privacy policy was last updated on October 1<sup>st</sup> 2023. Our policy may change from time to time for any reason but if we make any material changes to our policy we will place a prominent notice on our website. If you have any questions or concerns about our privacy policies, feel free to contact us at any time.

# We do not collect your data.

The websites (<u>www.katemercy.co.uk</u> and <u>www.katemercy.com</u>) do not directly collect or transmit any personally identifiable information about you, such as your name, address, phone number, financial information.

As no personal information is collected, transmitted or maintained by the websites we do not share any personal information with anyone.

We do use third-party web analytics tools (Google Analytics) to help us monitor how people use our websites - how many visits, from what locations. The information we see is anonymised with any personally identifiable information removed. Your use of our websites will remain anonymous to us.

If you would prefer to disable the collection of even anonymous analytics data then please follow the instructions below to enable the "Do Not Track" setting in your web browser.

Indirectly we do have access to information collected by Google Analytics to inform us of statistical information on the use of our websites. For compliance with UK GDPR, this information is anonymised before we see it. We do not share this information with anyone else.

#### Cookies and our policy

A cookie is a small text file that is stored on your device so that a website can remember information about your visit. A cookie will typically contain the name of the website that created it, a time period for which it is valid, and a value, which is often a randomly generated and unique number.

#### How we use cookies

We do not set any cookies ourselves. However, we do make use of a number of cookies generated by Google Analytics.

We only use their cookies for the purpose of collecting statistics about the use of our website. This anonymised information is used to improve the experience of future visitors to our website.

Name	Purpose	Expires
_ga	Google analytics	2 years
_gid	Google analytics	24 hours
_gat	Google analytics	1 minute

We do not use advertising cookies. Other than Google Analytics we do not have any third party services embedded within our websites and hence no other third party cookies.

#### How to enable the "Do Not Track" setting in your browser

We use third-party web analytics tools to help us monitor how people use our websites.

Your IP address will be collected for the purpose of distinguishing between internal (staff) and external (public) usage. We do not associate your IP address with anything that is personally identifiable, so your use of our websites will remain anonymous to us.

If you would prefer to disable the collection of anonymous analytics data then please following the instructions below to enable the "Do Not Track" setting in your web browser.

#### Microsoft Edge (Windows)

- Open the main menu (three dots) and select Settings
- Select View advanced settings
- Find the Privacy and services section

Enable the Send Do Not Track requests option

#### **Microsoft Internet Explorer (Windows)**

- Open the Settings menu (cog)
- Select Internet Options
- Select the Advanced tab
- Find the Security section
- Enable the Send Do Not Track requests to sites you visit in Internet Explorer option
- Press the Apply and OK buttons

#### **Mozilla Firefox**

- Open the **main menu** (three lines) and select **Options** (or **Preferences**)
- Select Privacy & Security
- Find the Tracking Protection section
- Enable the Send websites a "Do Not Track" signal that you don't want to be tracked option

#### Mozilla Firefox (Android)

- Open the main menu (three lines) and select Settings
- Select Privacy
- Enable the **Do Not Track** option

### **Google Chrome**

- Open the main menu (three dots) and select Settings
- Scroll to the bottom of the page and select Advanced
- Find the Privacy and security section
- Enable the Send a "Do Not Track" request with your browsing traffic option

### **Google Chrome (Android)**

- Open the main menu (three dots) and select Settings
- Select Privacy
- Find the Privacy and security section
- Enable the Send a "Do Not Track" request with your browsing traffic option

## Apple Safari (macOS)

- Open the main menu and select Preferences
- Select the **Advanced preferences** option
- Enable the Show Develop menu in menu bar option at the bottom
- Select **Develop** from the main menu bar
- Select the Send Do Not Track HTTP Header option

## Apple Safari (iOS)

- Open the Settings app
- Select Safari
- Enable the **Do Not Track** option

#### Opera

- Open the main menu and select **Settings**
- Select Privacy and security
- Enable the Send a "Do Not Track" request with your browsing traffic option

# How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at <a href="mailto:kate.mercy@gmail.com">kate.mercy@gmail.com</a>

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Helpline number: 0303 123 1113 ICO website: https://www.ico.org.uk