

## 1. Introduction

Our website uses cookies.

By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

## 2. About cookies

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

Cookies can be used by web servers to identify and track users as they navigate different pages on a website and identify users returning to a website. We do not track any personal or sensitive information of our visitor. Users are being identified by session ID, IP address of a computer and behaviour of navigation. Browser may store some images on users' disk to save visitors' data transfer if users revisit the pages. It helps to reload the page quicker because no data transfer is incurred for the next visit. These images will remain there until its set expiry date (unless deleted by the user before the expiry date).

Cookies may be either "persistent" cookies or "session" cookies.

A persistent cookie consists of a text file sent by a web server to a web browser, which will be stored by the browser and will remain valid until its set expiry date (unless deleted by the user before the expiry date).

A session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

## 3. Our cookies

We use both session cookies and persistent cookies on this website.

We will send to you the following cookies:

- advanceCourse – We will use this persistent cookie to record that you accept the fact that this site uses cookies. This cookie expires after 14 days of your first visit. It can be found in temp folder of your computer and can be opened in a simple text editor to read what it has stored inside.
- 4. Cookies and personal information

Cookies do not contain any information that personally identifies you, but personal information that we store about you may be linked, by us, to the information stored in and obtained from cookies.

## 5. Blocking cookies

Most browsers allow you to refuse to accept cookies. For example:

- in Internet Explorer (version 9) you can block cookies using the cookie handling override settings available by clicking "Tools", "Internet Options", "Privacy" and then "Advanced";
- in Firefox (version 16) you can block all cookies by clicking "Tools", "Options", "Privacy", selecting "Use custom settings for history" from the drop-down menu, and unticking "Accept cookies from sites"; and
- in Chrome (version 23), you can block all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Content settings", and then selecting "Block sites from setting any data" under the "Cookies" heading.

Blocking all cookies will, however, have a negative impact upon the usability of many websites.

If you block cookies, you will still be able to use all the features on this website.

## 6. Deleting cookies

You can also delete cookies already stored on your computer. For example:

in Chrome (version 23), you can delete all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Clear browsing data", and then selecting "Delete cookies and other site and plug-in data" before clicking "Clear browsing data".

- in Internet Explorer (version 9), you must manually delete cookie files (you can find instructions for doing so at <http://support.microsoft.com/kb/278835>);
- in Firefox (version 16), you can delete cookies by clicking "Tools", "Options", "Privacy" and then "Show Cookies", and then clicking "Remove All Cookies"; and

Again, doing this may have a negative impact on the usability of many websites.

## 7. Contact us

This website is owned and operated by Advance Skills Training Ltd.

If you have any questions about our cookies or this cookies policy, please contact us by email [admin@advance4training.com](mailto:admin@advance4training.com) or by post at the address given below.

### Advance Skills Training Ltd

Unit 15 Heston Industrial Mall Church Road Heston, Hounslow Middlesex TW5 0LD