



# Cookies Policy

## Introduction

This Cookies Policy, together with our Website Terms of Use, explain how we collect and store Cookies on [www.atlanticdata.co.uk](http://www.atlanticdata.co.uk), [www.disclosures.co.uk](http://www.disclosures.co.uk) and [careers.atlanticdata.co.uk](http://careers.atlanticdata.co.uk) and any sub-domains of these websites (“the Websites”). By continuing to use and browse this site, you are agreeing to comply with and be bound by the following policy which govern our relationship with you in relation to our websites.

The terms “Atlantic Data”, “us”, “we” or “our” refers to the owner of this website, Atlantic Data Ltd, whose registered office is at Atlantic House, 7 Davy Avenue, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8HJ and whose registered company number is 04085856.

The terms “you” or “yours” refers to the user or visitor to our Websites.

We reserve the right to revise this policy or any part of them from time to time, so you should review these terms periodically for changes.

Should there be any conflict between the provisions of these terms and a separate service agreement which you have entered into with us, the provisions of the separate service agreement shall prevail.

## About Cookies

Our Websites use cookies as this is standard practice for most websites. By continuing to use our Websites you are giving consent for cookies to be used.

## What are Cookies?

A ‘Cookie’ is a small text file that can be stored on your computer. They are designed to hold a small amount of data specific to the website and can be accessed by computers or handheld devices (e.g. smart phones, tablets).

We use Cookies to provide features like auto login and determine when customers have previously visited our Websites. Our cookies do not contain any personal information about you.

We are required to ask your permission to use this technology where its use is not strictly necessary to provide web services you have requested.

For further information please visit:

[www.allaboutcookies.org](http://www.allaboutcookies.org)  
[www.youronlinechoices.com/uk](http://www.youronlinechoices.com/uk)

We do not use Cookies to collect any other information. In addition, we do not pass any information to third party organisations unless you have agreed to let us do so.

## What Cookies are used for?

Cookies are a convenient way to carry information from one website session to another. The four reasons we use cookies are listed below:

- for technical purposes essential to the effective operation of our Websites
- to allow us to collect information about the browsing activities of our customers so we can improve their customer experience
- to ensure we meet our contractual obligations to make payments to third parties when a product is purchased by someone who has visited our Websites from a third party website
- the cookies on those of our Websites which are access-restricted enable authorised users to log into their accounts to view management reports and submit applications for Disclosures or other pre-employment screening checks.

## Can I disable Cookies?

Yes. You can disable cookies by changing your web browser settings to reject cookies.

## Why we would like some information about you

When you contact us, we collect and process information provided by you:

- when completing any form on any of our Websites
- when reporting any fault with our services or Websites or complaint relating to our services or Websites
- in any correspondence between you and us
- in response to any survey from us
- in order to allow us to provide the service which you have requested.

We then use this information to:

- ensure our Websites are effective and present you with relevant information
- administer the service which you have purchased from us
- notify you of any changes to your existing products or services.

In addition, we may also contact you about the products and services on which you have requested information. If you don't wish to receive this information, it's simple to say no thanks (see the contact preferences section).

You can always ask us what information we hold about you. Please contact us on 44 (0) 08718 727 800 if you wish to enquire about the data we hold. We'd be very happy to send this through to you.

For more information on your rights regarding data protection, visit the Information Commissioner's website.

If you are a customer of Atlantic Data, then we may collect applicant data from you for the purpose of obtaining a criminal record check. We will never use applicant data for anything other than the purpose of a criminal records check.

## Contact preferences

We will only contact you if you have given us your permission to do so. We want you to be comfortable with how, when and why we contact you. It's simple to choose or withdraw your permission. How would you like to tell us your preferences?

**By Email:** [legal@atlanticdata.co.uk](mailto:legal@atlanticdata.co.uk)

**By Phone:** 44 (0) 08718 727 800.

**By Post:** Atlantic Data Ltd., Atlantic House, 7 Davy Avenue, Knowlhill, Milton Keynes, MK5 8HJ, UK.

## Other things you may want to know:

- What is an IP address and how do we use them?
- Do we ensure the privacy practices of other sites to which it provides links?
- How and when will you change your cookies policy?

### What is an IP address and how do we use them?

We may collect information about you relating to the type of internet browser you are using or the site which linked you to our Websites. We may also collect your IP address (this is the unique address which identifies your computer on the internet). We do not use this information to identify you personally. It is used to track visitor use and compile statistical reports on website activity, thereby allowing us to monitor which parts of our Websites are most visited and most useful.

### Do we ensure the privacy practices of other sites to which we provide links?

While we carefully select the websites to which we link, we are not responsible for the privacy practices or the content of these websites.

### How and when will you change your cookies policy?

This policy is regularly reviewed to make sure we continue to serve the interests of visitors to our websites. We reserve the right to change and update the policy. These changes will be posted on our website. We encourage you to visit our website from time to time to ensure you are aware of any changes we may have made.

## Contact

Should you have any queries or comments relating to use of Cookies – or about the content on our websites – please send an email to:

[enquiries@atlanticdata.co.uk](mailto:enquiries@atlanticdata.co.uk) with 'Cookies' in the subject title.