



Shift.ms Cookie Policy

What are cookies?

A 'cookie' is a small text file that is delivered by our website server onto your device whilst you visit our website. This cookie can be used at a later time by the website to identify your device and thereby remember your preferences and log in details for our website.

Most cookies won't collect information that identifies you and will instead collect more abstract information such as a user's general location or how a user arrives at and uses our websites.

How we collect cookies We use cookies to track your activity on the site to help ensure you get the smoothest possible experience when visiting our website.

We collect these cookies automatically when you visit our website, in line with cookie settings in your browser and your customised cookie settings. We will also collect data from you when you contact us via the website.

For system administration we may collect information about your computer. This may include where available your IP address, operating system and browser type. This is statistical data about our users' browsing actions and patterns which does not identify any individual.

These are the cookies we collect

Essential Cookies

These are essential for enabling user movement around our website and providing access to features such as your profile, member only resources and other secure areas of the website. These cookies do not gather information about you that could be used for marketing purposes and do not remember where you have been on the internet. As this category of cookie is essential for us to run our site they cannot be disabled.

Analytics Cookies

We use Google Analytics and Add This cookies to collect information about how visitors use our website. The information from these cookies is aggregated to give us overall insight on how our website is being used.

Marketing Cookies

We also use a marketing database management program that deploys a cookie when a client interacts with a marketing communication, such as a marketing email or a specific landing page on our website. This cookie collects personal data, such as your name, which pages you visit on our website and your history arriving at our website. Collected



information is used to evaluate the effectiveness of our marketing campaigns or to provide better targeting for marketing.

Third Party Cookies

You may notice that the naming of some cookies suggests that they are unrelated to Shift.ms. For example, when you visit a page with content embedded from YouTube or Facebook, these third-party service providers may set their own cookies on your device. As cookies can only be accessed by the party who originally set them, Shift.ms does not control the use of these third-party cookies and cannot access them. Please check the third-party websites for more information about these cookies.

Can a user block cookies?

The first time you accessed our website you should have seen a banner which explained that by continuing to access our site, you are consenting to our use of cookies. However, if you do wish to review or disable the cookies on our site then you will need to delete the cookies through your browser settings then when you revisit our site you will be shown our cookie review banner.

How to enable and disable cookies using your browser

Google Chrome

- Click the wrench icon on the browser toolbar
- Select Settings
- Click 'Show advanced settings'
- In the "Privacy" section, click the 'Content settings' button
- To enable cookies in the "Cookies" section, pick 'Allow local data to be set', this will enable both first-party and third-party cookies. To allow only first-party cookies pick 'Block all third-party cookies without exception'
- To disable cookies, in the "Cookies" section, pick 'Block sites from setting any data'
- Note there are various levels of cookie enablement and disablement in Chrome. For more information on other cookie settings offered in Chrome, refer to the following page from

Google: <http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647>

Microsoft Internet Explorer 6.0, 7.0, 8.0

- Click on 'Tools' at the top of your browser window and select 'Internet Options'
- In the options window navigate to the 'Privacy' tab
- To enable cookies: Set the slider to 'Medium' or below
- To disable cookies: Move the slider to the top to block all cookies
- Note there are various levels of cookie enablement and disablement in Explorer. For more information on other cookie settings offered in Internet Explorer, refer to the following page from

Microsoft: <http://windows.microsoft.com/en-GB/windows-vista/Block-or-allow-cookies>



Mozilla Firefox

- Click on 'Tools' at the browser menu and select 'Options'
- Select the Privacy panel
- To enable cookies: Check 'Accept cookies for sites'
- To disable cookies: Uncheck 'Accept cookies for sites'
- Note there are various levels of cookie enablement and disablement in Firefox. For more information, refer to the following page from Mozilla: <http://support.mozilla.org/en-US/kb/Enabling%20and%20disabling%20cookies>

Opera

- Click on 'Setting' at the browser menu and select 'Settings'
- Select 'Quick Preferences'
- To enable cookies: check "Enable Cookies"
- To disable cookies: uncheck "Enable Cookies"
- Note there are various levels of cookie enablement and disablement in Opera. For more information on other cookie settings offered in Opera, refer to the following page from Opera
SoRACware: www.opera.com/browser/tutorials/security/privacy/.

Safari on OSX

- Click on 'Safari' at the menu bar and select the 'Preferences' option
- Click on 'Security'
- To enable cookies: In the 'Accept cookies' section select 'Only from site you navigate to'
- To disable cookies: In the 'Accept cookies' section select 'Never'
- Note there are various levels of cookie enablement and disablement in Safari. For more information on other cookie settings offered in Safari, refer to the following page from Apple:
<http://docs.info.apple.com/article.html?path=Safari/3.0/en/9277.html>
- All other browsers
- Please look for a "help" function in the browser or contact the browser provider.

More detail on how businesses use cookies is available at www.allaboutcookies.org.

Changes to our Cookie Statement

Any changes we may make to our Cookie Statement in the future will be posted on this page.

Last updated: 29/06/2020
