



OOK AUDIO PRIVACY POLICY: NOVEMBER 2017

COOKIES

Our website uses cookies. A cookie is a small file of letters and numbers that we put on your computer if you agree. These cookies allow us to distinguish you from other users of our website, which helps us to provide you with a good experience when you browse our website and also allows us to improve our site. The cookies we use are "analytical" cookies. They allow us to recognise and count the number of visitors and to see how visitors move around the site when they are using it. This helps us to improve the way our website works, for example by ensuring that users are finding what they are looking for easily. All cookie data we collect is anonymous.

You can disable any cookies already stored on your computer but doing so may affect your visit to our website and may prevent certain pages from functioning properly.

By using this site, you consent to our use of analytical cookies, which are detailed in the table below:

COOKIE	NAME	DESCRIPTION
Cookie Header	oka_session	In the header of each web page on this site you will see a message alerting you to our website terms and conditions (including our privacy and cookie policy). If you've seen this message once, you probably won't want to see it again. We use a cookie to remember this setting. User data is all anonymous.
Google Analytics	-utma -utmb -utmc -utmz	To understand how people use our site, and to discover areas on our site with issues, we use Google Analytics. Most websites use some sort of analytics program like this. The data it collects helps us see things like how many people visit our site, which country they are from, how many pages they visited, how fast our site loaded, and so on. All data collected is completely anonymous and does not identify you as an individual in any

		way.
Type of cookie	Encrypted, secured	Sent only through https connections.

PERSONAL INFORMATION

You may give us your information about you by filling in the registration form on our site, purchasing our licences online or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, address, e-mail address and phone number. We store this information in our application's database.

We use your information to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us. We may provide you with information about other services we offer that are similar to those that you have already purchased or enquired about, and any changes to our services.

In order to share this information (newsletters) with you, we use an external service called Mailchimp which keeps a log of emails sent, including email addresses. You will be able to unsubscribe from our marketing newsletters at any time.

The Data Protection Act 1998 (the DPA) gives you the right to access information held about you. Your right of access can be exercised in accordance with the DPA. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.