# **Our cookies policy**

We use cookies for a wide range of purposes on our website and in our email communications to deliver our services and to improve your experience. We're now also implementing a way for trusted partners to share those learnings, and enhance the experience on their website. This policy describes the categories of cookies that we use (and used by our partners), what they are used for, and how you can change your preferences.

#### What are "cookies"?

Cookies are small bites of information that are stored by your browser on your computer's hard drive. Every time you revisit our website, your web browser sends these cookies back to us so that we can customise your experience to better match your interests and preferences, or to simply facilitate your signing in to use our services.

## What cookies do we use?

The cookies we use allow us to recognise each returning consumer and their relevant information so that you do not need to input the same information more than once. They also help us to understand visitor traffic patterns through our website, so that we can enhance usability.

Take a look at some of the types of cookies that are used across our website:

## **Essential Cookies**

We may use essential cookies in order to enable you to receive the services that you request via our website. Without these cookies, services that you have asked for cannot be provided. For example, these cookies may be used to:

– Remember previous actions you have taken (such as completing an online form) when navigating back to a page in the same session

## **Performance cookies modules**

We may use performance cookies to collect information about how our website, advertisements and email communications are used and to flag to us if an error occurs. These cookies may be used to collect quite detailed technical information such as the last visited Page, the number of pages visited, whether or not email communications are opened, which parts of our website or email communication are clicked on and the length of time between clicks. While this information may be associated with details such as your IP address, domain or browser information, it is analysed only in aggregate with information from other users and not in a way that would directly identify you. For example, these cookies may be used on our website to:

- Analyse and improve the performance and design of our website, advertisements and email communications
- Calculate the number of responses to our advertisements to improve the effectiveness of our advertising
- Measure errors presented on our website to improve our service and management complaints Referral cookies

We may access referral cookies that are sent to your device by the websites of our business partners. These cookies are used to identify each time our business partners refer someone to our website and whether or not that person's visit results in the purchase of a Sony product or service. This information may be disclosed to our business partners, but only in an anonymous manner and not in a way that would directly identify you.

We use this information to meet our contractual obligations to our business partners and to assist

them in improving the effectiveness of their websites.

## **Functional cookies**

We may use functional cookies that are not essential but enable various helpful features on our website.

For example, these cookies may be used on our website to:

- Remember the preferences that you selected on a previous visit to our website, such as, country/language, your interests and the presentation of our website (for instance, layout, font size, colours, etc), so you do not have to tell us again
- Remember answers to questions our website has asked you, such as, not wishing to take part in a customer satisfaction questionnaire, so that you are not asked again
- Detect if a service has already been offered to you, such as, an offer of live online help
- Provide information to allow an optional service to function, such as, watching an online video or commenting on a blog

## **Targeting or advertising cookies**

Targeting or advertising cookies may be used on our website to deliver advertisements that are more relevant to you and your interests. These cookies may collect quite detailed information about your browsing habits across our website (such as which products and services you have clicked on). They may also be used to recognise when you re-visit our website and/or visit a website that is part of one of our advertising partner's network.

## Third party cookies

Your use of our website may result in some cookies being stored that are not controlled. This may occur when the Page you are visiting includes content displayed from a third party website, and will result in you receiving cookies from these third party services. However, no personal information will be stored in these cookies, unless you are logged into your account.

For example, these cookies may come from:

- Google Analytics
- Google AdSense
- Google+
- Google Adwords
- Facebook
- Twitter
- Yandex Metrica
- Youtube
- OpenX

ACD Communication & Creation not control the storage or access to these cookies. You should review the privacy and cookie policies of these services to find out how these third parties use cookies.

## How to change your browser's cookie settings

Google Chrome

Click the Chrome menu button (three horozontal lines) on the browser toolbar Select Settings Click Show advanced settings In the Privacy section, click the Content settings button

**Internet Explorer** 

Click the Tools button (cog image) on the browser toolbar

Click Internet options

Click the Privacy tab

Under Settings, move the slider to the top to block all cookies or to the bottom to allow all cookies

## Firefox (Windows)

Select the Tools menu, and select Options

Then select the Privacy tab

Set Firefox will: to Use custom settings for history

Check mark Accept cookies from sites to enable Cookies, and uncheck it to disable them

## Firefox (Mac OS X)

Select the Firefox menu, and select Preferences

Then select the Privacy tab

Set Firefox will: to Use custom settings for history

Check mark Accept cookies from sites to enable Cookies, and uncheck it to disable them

## Safari

Click on the Safari menu

Click on the Preferences... item in the menu

Click on the Security icon near the top of the window

## Opera

Click on the Tools-menu

Click on the Preferences... item in the menu

Click on the Privacy selection near the bottom left of the window