Terms & Conditions

Please read this agreement entirely and carefully before accessing this web site. By accessing the site, you agree to be bound by the terms and conditions below. If you do not wish to be bound by these terms and conditions, you may not access or use this site.

Accessibility
We try to make every effort to ensure that the information available on our web site is accessible to all. If you use special adaptive equipment to access the Web and encounter problems when using our site, please let us know. Write to us at the address contained within our Contact page and we will provide the information to you in an alternate format. It would be helpful if you can be as specific as possible when describing the information you seek. If you prefer to call, visit our contact page for the up to date telephone numbers.

Privacy
Whilst the owners of this web site do not collect any customer or user information we do use ‘Cookies’ in order to collect statistical information on visitors to our website. A cookie is a text-only string of information that a website transfers to the cookie file of the browser on your computer’s hard disk so that the website can remember who you are. A cookie will typically contain the name of the domain from which the cookie has come, the “lifetime” of the cookie, and a value, usually a randomly generated unique number. Using this technology does not mean that we automatically know any information about you. A cookie can’t read data off your hard disk or read cookie files created by other sites. Most Web browsers automatically accept cookies, but you can usually change your browser to prevent that. Please consult the help files of your browser to find out more about this option.

No Warranties
This web site is provided on an “as is,” “as available” basis without warranties of any kind, express or implied, including, but not limited to, those of TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE or NON-INFRINGEMENT or any warranty arising from a course of dealing, usage, or trade practice. No oral advice or written information provided shall create a warranty; nor shall members or visitors to the site rely on any such information or advice.

Third Party Content (if applicable)
We are DISTRIBUTORS (NOT PUBLISHERS) of the content supplied by visitors and other third parties. Accordingly, we have no more editorial control over this content than does a public library. Any opinions, advice, statements, services, offers or other information or content made available by members, visitors and other third parties are those of the respective author(s) and we are not responsible for any material posted by third parties. We cannot and do not endorse it in any way, nor do they vouch for its accuracy or usefulness. Furthermore, we expressly disclaims any liability associated with material posted by third parties.

Disclaimer of Liability
The user assumes all responsibility and risk for the use of this web site and the Internet generally. Under no circumstances, including negligence, shall anyone involved in creating or maintaining this web site be liable for any DIRECT, INDIRECT, INCIDENTAL, SPECIAL or CONSEQUENTIAL DAMAGES, or LOST PROFITS that result from the use or inability to use the web site and/or any other web sites which are linked to this site. Nor shall they be liable for any such damages including, but not limited to, reliance by a member or visitor on any information obtained via the web site; or that result from mistakes, omissions, interruptions, deletion of files, viruses, errors, defects, or any failure of performance, communications failure, theft, destruction or unauthorized access. Countries which do not allow some or all of the above limitations of liability, liability shall be limited to the greatest extent allowed by law.

Online Conduct
Visitors agree to use the web site only for lawful purposes and are prohibited from posting on the web site any unlawful, harmful, threatening, abusive, harassing, defamatory or obscene material of any kind, including, but not limited to, any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable local, county, national or international law.

Disclaimer of Endorsement
Reference to any products, services, hypertext link to the third parties or other information by trade name, trademark, supplier or otherwise does not constitute or imply its endorsement, sponsorship or recommendation by us. Nor is an endorsement of us implied by such links. They are for convenience only, as an index in a public library.

Accuracy
Every effort is made to provide information that is accurate. However, information contained in this web site are subject to change at any time by the site owner or the Publisher. Copyright in this web site rests with the site owner unless otherwise indicated.

Information Subject to Change
Any information on this web site may include technical inaccuracies or typographical errors. Furthermore, the information may change from time to time without any notice.

LEGAL NOTICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
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 may be either “persistent” cookies or “session” cookies: a persistent cookie will be stored by a web 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.

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

How are Cookies used?
These pieces of information are used to improve services for you through, for example:

- enabling a service to recognise your device so you don’t have to give the same information several times during one task
- recognising that you may already have given a username and password so you don’t need to do it for every web page requested
- measuring how many people are using services, so they can be made easier to use and there’s enough capacity to ensure they are fast
- analysing anonymised data to help us understand how people interact with govt services so we can make them better

You can manage these small files and learn more about them here All About Cookies.org. There’s also a cookies awareness video (below) and further information on how to remove cookies at About Cookies: how to control cookies.

Our Cookies
We are the sole owner of the information collected on this site. We will not sell, share, or rent this information to others. When we provide services, we want to make them easy, useful and reliable. Where services are delivered on the internet, this sometimes involves placing small amounts of information on your device, for example, computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally. By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

First Party Cookies
These are cookies set by our web domain known as ‘first-party’ cookies. Some are necessary to the functionality of the site, others provide information to us that we analyse to monitor and improve the site. These first-party cookies do not store or collect any personal information or anything that make you personally identifiable to us. Typically, the cookies generate a random, unique number to store information about a user.

Control & Delete Cookies
We will not use cookies to collect personally identifiable information about you. However, if you wish to restrict or block the cookies which are set by our websites, or indeed any other website, you can do this through your browser settings. The ‘Help’ function within your browser should tell you how.

Alternatively, you may wish to visit the About Cookies website, which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your machine as well as more general information about cookies.

Please be aware that restricting cookies may have an impact upon the functionality of our website. If you wish to view your cookie code, just click on a cookie to open it. You’ll see a short string of text and numbers. The numbers are your identification card, which can only be seen by the server that gave you the cookie.

For information on how to do this on the browser of your mobile phone you will need to refer to your handset manual. To opt-out of third-parties collecting any data regarding your interaction on our website, please refer to their websites for further information.

Analytic Cookies
We use Google Analytics to analyse the use of our website. Our analytics service provider generates statistical and other information about website use by means of cookies. The analytics cookies used by our website have the following names: [_utma, _utmb, _utmc and _utmz]. The information generated relating to our website is used to create reports about the use of our website. Our analytics service provider’s privacy policy is available at: [http://www.google.com/policies/privacy/].

Cookie Name: _utma
Expires: 2 years from set/update

Cookie Name: _utmb
Expires: 30 mins from set/update

Cookie Name: _utmc
Expires: End of browser session

Cookie Name: _utmz
Expires: 6 months from set/update

For further details on the cookies set by Google Analytics, please refer to the Google Code website