



# Accord GROUP

## **COOKIE POLICY**

Cookies: The Internet browser that you use may make use of a feature called a 'cookie' to assign identification to your computer. We may use cookies and other similar technologies to ensure you get the best from our website. Cookies are small text files from a website that are stored on your computer, mobile phone or another device.

This cookie contains a unique code which makes it possible for your browser to be recognized during the visit of the website (a so-called 'session' cookie) or during subsequent repeated visits (a so-called 'permanent' cookie). Cookies can be installed by the server of our website or by the partners who work with our website. The server of a website can only read the cookies it placed itself, and it has no access to any other information on your computer or mobile device. Cookies are stored in the browser folder on your computer or mobile device.

Accord Group uses cookies to separate your preferences from those of other users. In this way Accord Group can offer you a better user experience and optimize the website.

Accord Group uses the following cookies:

### Necessary cookies

These cookies are essential in order to visit the website and to use certain features of it. For example, they allow you to navigate the different parts of the website or to fill in certain forms and to discuss on our forums. These cookies are also essential when logging in on our website with your personal account to be able to control your identity in a safe way before giving access to your personal information. If you refuse these cookies, certain features of the website will not work (perfectly).

### Functional cookies

These functional cookies are the cookies that boost our website's performance and make it more pleasant for the visitor and guarantee a more customized surfing experience. They are for example the cookies that remember your preferences.

### Performance cookies

We use performance cookies to gather information on our visitors' use of the website with the aim to improve the content of our website, adjust it to our visitors' wishes and to boost its user-friendliness.

### Third party cookies

Third party cookies are cookies that don't originate from our website itself, but from third parties. For example, cookies are placed by Google Analytics.

This website uses Google Analytics, a web analytic service provided by Google Inc. ("Google"). Google Analytics uses cookies to help the website analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google. Google uses this information for the purpose of evaluating how you use the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may supply this information to third parties when there is a legal obligation to do so, or in so far as these third parties process this information in the name of Google. Google will not combine your IP address with other data Google possesses.

### Acceptance and management of your cookies

When first visiting our website, you will be asked to accept the use of cookies.

You may use your browser settings to refuse the installation of cookies. However, if you refuse these cookies, certain features of the website will not work (perfectly).

On the following website, you can find out how to refuse the installation of cookies for the most commonly used browsers: <http://www.aboutcookies.org/>

You can remove cookies that have already been installed on your computer or mobile device at any time.

Other Technologies: We may use standard Internet technology, such as Web beacons (also called clear GIFs or pixel tags), and other similar technologies, to deliver or communicate with cookies and track your use of our website and content presented via the website. We also may include web beacons in e-mail messages or newsletters to determine whether messages have been opened and acted upon. The information we obtain in this manner enables us to customize the services we offer and measure the overall effectiveness of our online content, advertising campaigns, and the products and services we offer through the website.

External web services: We use a number of external web services on our website, mostly to display content within our web pages. For example, to display slideshows we sometimes use SlideShare; to show videos we use YouTube. This is not an exhaustive or complete list of the services we use, or might use in the future, when embedding content, but these are the most common. As with the social buttons we cannot prevent these sites, or external domains, from collecting information on your usage of this embedded content. If you are not logged in to these external services then they

will not know who you are but are likely to gather anonymous usage information e.g. number of views, plays, loads etc...