

Cookies Policy

Last updated: October 27th 2022

This Cookies Policy explains what Cookies are and how We use them. You should read this policy so You can understand what type of cookies We use, or the information We collect Using Cookies and how that information is used.

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. For further information on how We use, store and keep your personal data secure, see Our Privacy Policy.

Interpretation and Definitions:

Interpretation

The word meanings below are defined under the following conditions and the following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

For the purposes of this Cookies Policy:

- **Company** (referred to as either "Headway", "the Company", "We", "Us" or "Our" in this Cookies Policy) refers to Headway Mental Health, Wellbeing & Education Services Ltd – Vulcan House, Foundry Street, Brighouse, HD6 1LT
- **You** means the individual accessing or using the Website, or a company, or any legal entity on behalf of which such individual is accessing or using the Website, as applicable.
- **Cookies** means small files that are placed on your computer, mobile device or any other device by a Website, containing details of Your browsing history on that Website among its many uses.
- **Website** refers to Headway, accessible from www.tomakeprogress.co.uk.

The use of the Cookies:

If you leave a comment on our site you may opt in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Type of Cookies We use:

Cookies can be "Persistent" or "Session" Cookies. Persistent Cookies remain on your personal computer or mobile device when You go offline, while Session Cookies are deleted as soon as You close Your Web browser.

We use both session and persistent Cookies for the purposes set out below:

- **Necessary / Essential Cookies**

Type: Session Cookies

Administered by: Us

Purpose: These Cookies are essential to provide You with services available through the Website and to enable You to use some of its features. They help to authenticate users and prevent fraudulent use of user accounts. Without these Cookies, the services that You have asked for cannot be provided, and We only use these Cookies to provide You with those services.

- **Functionality Cookies**

Type: Persistent Cookies

Administered by: Us

Purpose: These Cookies allow Us to remember choices You make when You use the Website, such as remembering Your login details or language preference. The purpose of these Cookies is to provide You with a more personal experience and to avoid You having to re-enter Your preferences every time You use the Website.

- **Tracking and Performance Cookies**

Type: Persistent Cookies

Administered by: Third-Parties

Purpose: These Cookies are used to track information about traffic to the Website and how users use the Website. The information gathered via these Cookies may directly or indirectly identify You as an individual visitor. This is because the information collected is typically linked to a pseudonymous identifier associated with the device You use to access the Website. We may also use these Cookies to test new features or new functionality of the Website to see how Our users react to them.

How long we retain your data:

If You leave a comment, the comment and its metadata are retained indefinitely. This is so We can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue. For users who register on Our website (if any), we also store the personal information they provide in their user profile.

All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data:

If You have an account on Our website, or have left comments, You can request to receive an exported file of the personal data We hold about You, including any data You have provided to us. You can also request that We erase any personal data we hold about You. This does not include any data We are obliged to keep for administrative, legal, or security purposes.

Analytics:

We use Google Analytics. We use Cookies to analyse user activity in order to improve our website and services. For example, We may look at patterns to establish average numbers of visitors to a particular service or area of the website.

You have the right to opt-out of having Cookies placed for the purpose of Google Analytics. You can use an opt-out browser add on and this can be found here: <https://tools.google.com/dlpage/gaoptout>

Further Choices Regarding Cookies:

If You prefer to avoid the use of Cookies on the Website, first You must disable the use of Cookies in Your browser and then delete the Cookies saved in Your browser associated with this Website. You may use this option for preventing the use of Cookies at any time.

If You do not accept Our Cookies, You may experience some inconvenience in Your use of the Website and some features may not function properly.

If You'd like to delete Cookies or instruct Your Web browser to delete or refuse Cookies, please visit the help pages of Your Web browser.

- For the Chrome Web browser, please visit this page from Google:
<https://support.google.com/accounts/answer/32050>
- For the Internet Explorer Web browser, please visit this page from Microsoft:
<http://support.microsoft.com/kb/278835>
- For the Firefox Web browser, please visit this page from Mozilla:
<https://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>
- For the Safari Web browser, please visit this page from Apple:
<https://support.apple.com/guide/safari/manage-cookies-and-website-data-sfri11471/mac>

For any other Web browser, please visit Your Web browser's official Web pages.

Contact Us

If You have any questions about this Cookies Policy, You can contact Us:

- By email: hello@tomakeprogress.co.uk
- By phone number: 01484 212101