Website Privacy Policy

This policy applies as between you, the user of this website and RS Bookkeeping Solutions Ltd, the owner and provider of this website. This policy applies to our use of any and all data collected by us in relation to your use of the website and any information and services therein.

Collecting personal information

We only collect information from our users, such as details provided to us voluntarily by filling in our online enquiry form. The personal information we collect is used for administration purposes only and is not shared with any third party.

Site usage information (automatically collected)

We collect site usage information from standard website logs that store date, time, originating IP address, location, web browser type and version, operating system, device type, a list of URLs starting with a referring site, your activity on this website, and the site you exit to. This information is analysed to give us a better understanding of how our website is used, and how we can improve our services.

Security

Data security is of great importance to RS Bookkeeping Solutions and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure data.

Cookies

Cookies are small text files stored in the browser of your computer when you visit a website which uses cookies.

RS Bookkeeping Solutions uses cookies to facilitate certain functions and features of the website. We also use cookies for analytical purposes. These cookies track your movements and activities on the website and are designed to give us a better understanding of our users, thus enabling us to improve the website and our services.

None of the cookies set by the website endanger your privacy in any way and no personally identifiable information is collected or stored.

All cookies that may be placed on your computer are detailed at the bottom of this page.

You can choose to enable or disable cookies in your browser. By default, your browser will accept cookies, however, this can be altered. For further details please consult the help menu in your browser. Disabling cookies may prevent you from using the full range of service available on the website.

You may delete cookies at any time, however, you may lose any information that enables you to access the website more quickly.
It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your browser if you are unsure as to how to adjust your privacy settings.

**The Cookies that RS Bookkeeping Solutions Use**

The following cookies are set by Google Analytics and enable us to improve our site relevance to visitors.

<table>
<thead>
<tr>
<th>Name</th>
<th>Cookie Type</th>
<th>Expires When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>_utmc</td>
<td>session cookie</td>
<td>end of session</td>
</tr>
<tr>
<td>_utmb</td>
<td>session cookie</td>
<td>end of session</td>
</tr>
<tr>
<td>_utmz</td>
<td>site navigation cookie</td>
<td>6 months</td>
</tr>
<tr>
<td>_utma</td>
<td>browser ID cookie</td>
<td>2 years</td>
</tr>
<tr>
<td>_utmv</td>
<td>session cookie</td>
<td>end of session</td>
</tr>
</tbody>
</table>

For more information about Google Analytics, please go to the Google Analytics website.

The following cookies are set by our website and enable us to offer visitors the possibility of sharing content with others.

<table>
<thead>
<tr>
<th>Name</th>
<th>Cookie Type</th>
<th>Expires When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CakePHP</td>
<td>session cookie</td>
<td>9 days later</td>
</tr>
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</table>

**Legal disclaimer**

RS Bookkeeping Solutions is committed to providing high quality information. However, we do not guarantee that the information available via the website is accurate, complete or up-to-date. The content of this website should not be relied upon when making any decisions or taking any action of any kind.

RS Bookkeeping Solutions makes no warranty or representation that this website will meet your requirements, that it will be of satisfactory quality, that it will be fit for a particular purpose, that it will not infringe the rights of third parties, and that it will be secure. We make no guarantee of any specific results from the use of this website.

Prices and availability of information is subject to change without notice. RS Bookkeeping Solutions will not be liable for any loss, damage or inconvenience arising as a result of the information on this website.

RS Bookkeeping Solutions Ltd is not responsible for any content presented on external websites that are linked to, or from the website.

**Changes to this policy**

RS Bookkeeping Solutions reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the website and you are deemed to have accepted the terms of the Policy on your first use of the website following the alterations.