

## **Last updated: March 2024**

This Cookies Policy explains how cookies are used on our website ("The Substantia Group"). By using our Site, you agree to the use of cookies in accordance with this policy.

### **What are Cookies?**

Cookies are small text files that are stored on your device when you visit a website. They are widely used to make websites work more efficiently, as well as to provide information to the website owners.

### **Why we use cookies?**

We use cookies to make our website work efficiently, enhance your browsing experience, improve performance, and offer you a personalised experience.

### **How We Use Cookies**

We use cookies for the following purposes:

**Essential Cookies:** These cookies are necessary for the functioning of our website. They enable you to navigate our site and use its features. Without these cookies, certain services cannot be provided.

**Analytics Cookies:** We use analytics cookies to collect information about how visitors use our site. This information helps us improve the performance and usability of our website. These cookies do not collect personally identifiable information.

**Preference Cookies:** These cookies allow our website to remember choices you make (such as your language preference or the region you are in) and provide enhanced, more personalized features.

**Marketing Cookies:** We may use marketing cookies to deliver advertisements that are relevant to you and your interests. These cookies may track your browsing habits and activity across websites.

### **Your Cookie Choices**

You can manage cookies through your browser settings. Most web browsers allow you to control cookies, including whether or not to accept them and how to remove them. Please note that disabling cookies may affect the functionality of our website.

### **Third-Party Cookies**

Some cookies on our website may be set by third-party services we use, such as Google Analytics, social media platforms, and advertising networks. These third parties may use cookies to collect information about your online activities over time and across different websites.

### **How to manage cookies?**

When you access our website, a cookie notification banner appears allowing you to manage your consent to cookies. To learn more about cookies we use and customise your preferences, you can use 'Customise Cookies' option available on the banner. You can also choose to accept all or reject

all cookies - please note that if you choose to refuse cookies you may not be able to use the full functionality of our website.

You can change your cookie settings at any time by using the cookie settings option provided at the bottom of the website. This cookie settings option also provides information on the cookies used on our websites, their purpose, and the option to enable or disable cookies. Where you disable one or more cookies, historic data prior to such cookie being disabled may continue to be held and used by us. Once a cookie is disabled, no information is then collected from such disabled cookie.

Alternatively, most web browsers allow some control over cookies through the browser settings. To find out more about cookies, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

The Substantia Group uses google analytics cookies. If you would like to block google analytics from collecting your information, you may install a Google Analytics opt-out browser add-on by going here: <https://tools.google.com/dlpage/gaoptout?hl=en-GB>.

### **Updates to this Policy**

We may update this Cookies Policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. We encourage you to review this policy periodically for any updates.

### **Contact Us**

If you have any questions about our use of cookies or this Cookies Policy, please contact us at [sadie@sub-group.com](mailto:sadie@sub-group.com).

By continuing to use our website, you consent to the use of cookies as described in this policy.