

**This statement covers the services provided by qb-space.com.**

The purpose of this statement is to inform users of qb-space.com, which is managed by Panel UK Limited, about what information is collected about them when they visit this site, how this information is used, if it is disclosed and the ways in which we protect users' privacy.

## Confidentiality and security

Any information you provide will be held securely and in accordance with the Data Protection Act 1998. Your personal details will not normally be disclosed to third parties. In some circumstances however we may need to disclose your personal details to a third party so that they can provide a service you have requested, or fulfil a request for information. Any information about you that we pass to a third party will be held securely by that party, in accordance with the Data Protection Act 1998, and used only to provide the services or information you have requested.

You have a right to access the personal information we hold about you at any time. If you wish to do this, please put your request in writing (explaining that your interest is in qb-space.com) to Panel UK Limited, Highcliffe Industrial Estate, Bruntcliffe Lane, Leeds, West Yorkshire, LS27 9LR.

## Newsletters

If you sign up to receive Newsletters from qb-space.com we will use the information you give us to provide the service(s) you have requested. We may occasionally contact subscribers to help us evaluate and improve the service that we offer.

## Our use of cookies

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, your computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally.

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

- 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 from the article, Internet Browser cookies- what they are and how to manage them.

Learn how to remove cookies set on your device.

## Third party cookies

We sometimes use a number of suppliers who may also set cookies on their websites' on its behalf. qb-space.com does not control the dissemination of these cookies. You should check the third party websites for more information about these.

Provider	Name	Purpose	More Info
Google Analytics	_utma		
	_utmb		
	_utmc		
	_utmz	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.	Google Privacy Policy
Google Map	NNID		
PREF		Google Privacy Policy	

## Log files

Log files allow us to record visitors' use of the site. The qb-space.com Web Team puts together log file information from all our visitors, which we use to make improvements to the layout of the site and to the information in it, based on the way that visitors move around it. Log files do not contain any personal information about you.

If you receive the HTML-formatted version of a newsletter, your opening of the newsletter email is notified to us and saved. Your clicks on links in the newsletter are also saved. These and the open statistics are used in aggregate form to give us an indication of the popularity of the content and to help us make decisions about future content and formatting.

## Linking to another site from qb-space.com

Our website contains links to other sites. Panel UK Limited is not responsible for the privacy practices within any of these other sites. You should be aware of this when you leave qb-space.com and we encourage you to read the privacy statements on other websites you visit.

## Changes to this privacy policy

If this privacy policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures that you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.