

# COOKIES & PRIVACY POLICY

## The short version:

- If you sign up for our newsletter we will send you a monthly emailing with content we think you will like. You can opt out whenever you want.
- We don't like spam either. We will never sell your information.
- We currently use cookies to analyze our user base, improve our website and provide you the possibility to share Office Tarot content with third parties like Facebook and Twitter.
- We do not share information about you with other parties except for our analytics and ad partners.
- In the future we might use cookies to show you our ads.

## The long version:

### 1. SUMMARY

This cookies policy explains what cookies are and how (Home) Office Tarot and its publisher Utmost Upmost B.V. ("we", "us" or "our") uses them on officetarot.com (our "platform"). We encourage you to read the policy in full so that you can understand what information we collect using cookies and how that information is used.

### 2. WHAT ARE COOKIES OR SIMILAR TECHNOLOGIES?

Cookies (or similar technologies) are text files, containing small amounts of information, which are downloaded to your browsing device (such as a computer or smartphone) when you visit a platform. Cookies can be recognised by the platform that downloaded them — or other platforms that use the same cookies. This helps platforms know if the browsing device has visited them before.

### 3. WHAT ARE COOKIES USED FOR?

Cookies do lots of different jobs, like helping us understand how our platform is being used, letting you navigate between pages efficiently, remembering your preferences, and generally improving your browsing experience. Cookies can also help ensure information and advertising you see online is more relevant to you and your interests.

### 4. WHAT TYPES OF COOKIES ARE USED BY OFFICETAROT.COM?

The types of cookies used on our platform can generally be put into one of the following categories: strictly necessary; analytics; functionality; advertising; and social media. You can find out more about each of the cookie categories in the table below.

#### STRICTLY NECESSARY COOKIES

These cookies are essential to make our platform work. They enable you to move around the platform and use its features. Without these cookies, services that are necessary for you to be able to use our platform such as accessing secure areas cannot be provided.

#### ANALYTICS COOKIES

These cookies collect information about how people are using our platform, for example, we use Google Analytics cookies to help us understand which pages are visited the most often, how people are moving from one link to another and if they get error messages from certain pages. Overall, these cookies provide us with analytical information about how our platform is performing and how we can improve it.

## **FUNCTIONALITY COOKIES**

These cookies allow us to remember choices you make and tailor our platform to provide enhanced features and content to you. For example, these cookies can be used to remember your user name, language choice or country selection, they can also be used to remember changes you've made to text size, font and other parts of pages that you can customise.

## **ADVERTISING COOKIES**

These cookies are used to deliver advertisements that are more relevant to you and your interests. They are also used to limit the number of times you see an advertisement as well as help measure the effectiveness of the advertising campaign. They remember that you have visited a platform and this information may be shared with other organisations such as advertising partners. This means after you have been to our platform you may see some advertisements about our services elsewhere on the Internet.

## **SOCIAL MEDIA COOKIES**

In order to enhance your internet experience and to make the sharing of content easier, some of the pages on our platform may contain tools or applications that are linked to third party social media service providers such as Facebook or Pinterest. Through these tools or applications the social media service provider may set its own cookies on your device. We do not control these cookies and you should check the social media service provider's platform for further details about how they use cookies.

## **5. HOW LONG WILL COOKIES STAY ON MY BROWSING DEVICE?**

The length of time a cookie will stay on your browsing device depends on whether it is a "persistent" or "session" cookie. Session cookies will only stay on your device until you stop browsing. Persistent cookies stay on your browsing device after you have finished browsing until they expire or are deleted.

## **6. FIRST AND THIRD-PARTY COOKIES**

"First party cookies" are cookies that belong to us and that we place on your device. "Third-party cookies" are cookies that another party places on your browsing device when you visit our platform. You should check the third party's website for more information about how they use cookies.

## **7. HOW TO MANAGE COOKIES FROM THIS PLATFORM**

You can usually use the browser that you are viewing this platform through to enable, disable or delete cookies. To do this, follow the instructions provided by your browser (usually located within the "Help", "Tools" or "Edit" settings). Please note that if you set your browser to disable cookies, you may not be able to access secure areas of the platform and other parts of the platform may also not work properly. You can find out more information about how to change your browser cookie settings at [www.allaboutcookies.org](http://www.allaboutcookies.org). Some third parties may use Advertising Cookies to help gather information about your browsing activity so that they can deliver platform advertising to you that is relevant to your interests. The advertising industries in EU have developed schemes to help you optout of receiving cookies used for these purposes. You can find out more about the EU scheme from [www.youronlinechoices.eu](http://www.youronlinechoices.eu).

## **8. CHANGES**

Information about the cookies used by us may be updated from time to time, so please check back on a regular basis for any changes. The last modification date of this document is shown at the top of this page.

## **9. QUESTIONS?**

Questions, comments and requests regarding this Cookies Policy are welcome and should be addressed to [hello@utmostupmost.com](mailto:hello@utmostupmost.com)