

## Smith, Gambrell & Russell

### Cookies Policy

***This Cookies Policy was last updated on, and is effective as of, May 22, 2018***

This Cookies Policy explains how we, Smith, Gambrell & Russell, LLP and Smith, Gambrell & Russell International, LLP use “cookies” on our website and its web pages at [www.sgrlaw.com](http://www.sgrlaw.com) (the **Website**).

#### ***What are cookies and how do we use them?***

A cookie is an element of data that a website can send to your browser, which may then store it on your system. In general, cookies help identify you through your device’s internet protocol (“IP”) address, without collecting personal information about your identity. Our intention when using cookies is to enable more user friendly, efficient and safe visits to our Website; we use cookies to authenticate you as an authorised user, to provide you with safe restricted access areas, to remember you so that when you come back to our Website you do not need to enter your information again, and to understand what brought you to our Website and what pages you visited.

#### ***What Types of Cookies Do We Use?***

We may use three types of cookies on the Website:

- *Session cookies* - these are temporary cookies that remain in the cookie file of your browser until you close the browser. Our Website uses a session cookie which is stored in your browser until you close it to ensure connections to our servers are distributed evenly to provide optimal performance.
- *Persistent cookies* - these remain in the cookie file of your browser for longer than the time you are visiting the relevant website. We need to use a cookie to remember your refusal of our use of cookies. This cookie does not store any other information and is not used for any other purposes. If you delete your browsing history including cookies you will delete this cookie and will therefore need to click to refuse our use of cookies again.
- *Analytical cookies* - our Website uses third party cookies, such as Google Analytics cookies (third party cookies) for the following purposes:
  - a cookie to record the time of your first visit to the Website, the time of your most recent visit to the Website and the time of your current visit;
  - a cookie to record which page(s) you visit on the Website;
  - a cookie to record how long you stayed on the Website; and
  - a cookie to record how you located the Website (e.g., Google search, keyword, link from other page, etc.). We only share the information obtained through the use of Google Analytics with Google. For more information on Google's use of your information, please see the section captioned “Google Analytics” in our Privacy Policy which can be [accessed here](#). The cookies we use for these purposes do not track your Internet usage after leaving our website and do not store your personal information. They will not be used in connection with any other information to identify

you in any way.

### ***Disabling Cookies***

If you wish, you can adjust your browser so that your computer does not accept cookies:

1. Go to the heading "Manage Cookies" and click onto the option you prefer, either stopping cookies being installed, or notifying you of them; and
2. From the list provided, click onto the program which your computer uses; if this is not shown on the list, click on the "help" heading on the bar at the top of the page, search for information on "cookies" – an explanation of how to delete cookies will appear, then follow the instructions.

Alternatively, you can adjust your browser to tell you when a website tries to put a cookie on your computer.

How you adjust your browser (to stop it accepting cookies or to notify you of them) will depend on the type of internet browser program your computer uses. You can follow the appropriate instructions for your specific browser type by clicking onto this link: <http://www.aboutcookies.org/how-to-control-cookies/> (please note that this link will open a new window and will lead to an external website and that we are not responsible for the content of external websites).

### ***How to Disable Third Party Cookies***

Users based in the European Union can visit <http://www.youronlinechoices.eu/> to opt out of these third party cookies. The foregoing website is not connected to us and we are not responsible for its content. We only keep cookies for the duration of your visit to the Website, except in the case of cookies which remember you for future visits or where you save your login name as referred to above.

### ***Further Information About Cookies***

If you wish to find out more about cookies, please click on this link: [www.allaboutcookies.org](http://www.allaboutcookies.org) (please note that this link will open a new window and will lead to an external website and that we are not responsible for the content of external websites).

Cookies do not contain confidential information such as your home address, telephone number or credit card details. If you do choose to disable cookies, you may find that certain sections or functions of our Website may be impaired or may not work properly.