

Athens Administrators

Cookie Policy

Last Revision: 5/30/19

1. Website analysis

Athens Administrators makes use of tracking cookies for user statistics and website analysis as an input for our website optimization. Because we value your privacy, the collected data are anonymized as much as possible.

2. Google Analytics cookies

In order to be able to make these analyses, Athens Administrators uses Google Analytics, through which information about user behavior on our site is obtained (including visitor's IP-addresses), sent to Google and saved to their servers in the USA.

This information is used by Google to analyze how the Athens Administrators website is used, to provide us with valuable reports and to provide information about the effectiveness of our campaigns. Google may transfer such information to third parties whenever Google is legally required to do so. Google may also transfer this information to third parties if they process the information on Google's behalf. Athens Administrators has no influence on these matters.

3. Facebook, Twitter and other social media integration

Athens Administrators may offer integrated content from Twitter, Facebook, Youtube and/or other media. The codes to provide these facilities use a 'sharing cookie' and are offered by the medium itself. Please read the privacy statements of [Facebook](#), [Twitter](#) and [Youtube](#) to see how they handle your personal data.

4. Deleting cookies

You can enable/disable cookies and delete them in your browser. Please refer to the help documentation of your browser to find out more about this.

5. More information about cookies?

On the following website you can find more information about cookies:

- Your Online Choices: "[A guide to online behavioural advertising](#)"

6. Reviews

6.1 Policy and Procedure Reviews

Athens Administrators' privacy policies, procedures, personnel, and budget are reviewed and approved by senior management on an annual basis. Corporate counsel is involved to determine what privacy laws and regulations are applicable in the proper jurisdiction and to verify that the policies are

consistent. Corporate council is also involved in reviewing all contracts and service level agreements for consistency with privacy policies and procedures.

7. Document Revisions & Approvals

7.1 Document Change Approval Requirements

The Athens Administrators IT Director is responsible for approving any changes to this document.

7.2 Revision History and Approval Matrix

Description	Author	Date
v1.0 – Initial version in new format	Don Barnwell	1/2/2018