[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Cookie Policy

For [website address] **- operated by** [Company name]

Last updated: [date]

1. What cookies are Cookies are small text files stored on your device when you visit a website. They help the site remember your preferences and understand how visitors use it.

Purpose: Required for the site to work (security, load balancing). Examples: _____

Purpose: Remember your settings (language, region). Examples: _____

Purpose: Help us understand visits so we can improve the site. Examples: _____

Purpose: Used by ad partners to show relevant ads and measure them. Examples:

_____

3. Third-party cookies Some cookies are set by third parties, including [Google Analytics / Google AdSense / list others]**. Their use is governed by those parties' own privacy policies.**

4. Managing cookies You can accept or reject non-essential cookies using our cookie banner or your browser settings.

Blocking some cookies may affect how the site works. To opt out of Google Analytics: [link to opt-out]**. To manage ad personalisation:** [link to ad settings]**.**

5. Changes We may update this policy. The latest version is always at [cookie policy URL]**.**

6. Contact Questions: [contact email]**.**

Important: cookie and privacy rules differ by jurisdiction (for example the EU ePrivacy/GDPR rules and various US state laws). This is a general template, not legal advice. Have a qualified lawyer review it against the laws that apply to you. Delete this notice before circulating the finished document.