



Cookie Policy

December 2020
Review: December 2021



A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

Cookies may be either “persistent” cookies or “session” cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

How are Cookies used?

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

- enabling a service to recognise your device so you don't have to give the same information several times during one task
- 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 here [All About Cookies.org](http://AllAboutCookies.org). There's also a cookies awareness video (below) and further information on how to remove cookies at [About Cookies](http://AboutCookies.org): how to control cookies.

Our Cookies

We are the sole owner of the information collected on this site. We will not sell, share, or rent this information to others. 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, computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally. By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

First Party Cookies

These are cookies set by our web domain known as ‘first-party’ cookies. Some are necessary to the functionality of the site, others provide information to us that we analyse to monitor and improve the site. These first-party cookies do not store or collect any personal information or anything that make you personally identifiable to us. Typically, the cookies generate a random, unique number to store information about a user.

Control & Delete Cookies

We will not use cookies to collect personally identifiable information about you. However, if you wish to restrict or block the cookies which are set by our websites, or indeed any other website, you

can do this through your browser settings. The 'Help' function within your browser should tell you how.

Alternatively, you may wish to visit the About Cookies website, which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your machine as well as more general information about cookies.

Please be aware that restricting cookies may have an impact upon the functionality of our website. If you wish to view your cookie code, just click on a cookie to open it. You'll see a short string of text and numbers. The numbers are your identification card, which can only be seen by the server that gave you the cookie.

For information on how to do this on the browser of your mobile phone you will need to refer to your handset manual. To opt-out of third-parties collecting any data regarding your interaction on our website, please refer to their websites for further information

Analytic Cookies

We use Google Analytics to analyse the use of our website. Our analytics service provider generates statistical and other information about website use by means of cookies. The analytics cookies used by our website have the following names: [_utma, _utmb, _utmc and _utmz]. The information generated relating to our website is used to create reports about the use of our website. Our analytics service provider's privacy policy is available at: [<http://www.google.com/policies/privacy/>].

Cookie Name: _utma

Expires: 2 years from set/update

Cookie Name: _utmb

Expires: 30 mins from set/update

Cookie Name: _utmc

Expires: End of browser session

Cookie Name: _utmz

Expires: 6 months from set/update

For further details on the cookies set by Google Analytics, please refer to the Google Code website.