

Document Title	Cookies Policy
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Type of document	Corporate
Brief summary of contents	<p>To provide:</p> <ul style="list-style-type: none"> <li>• A concise description of cookies</li> <li>• A clear definition of cookies in use on RNN Group web sites</li> <li>• The duration and purpose of the cookies in use</li> </ul>
SLT member responsible for policy	Tony De'Ath
This document replaces	N/A
Approval route/consultation	Data Protection Officer, SLT Member
Head of Department (HOD) responsible for policy	Data Protection Officer
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Related documents	Privacy policy Data protection policy
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Training needs	Data protection

**This document is only valid on the day of printing**

Controlled Document

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Cookie Policy

Version 1.2

24<sup>th</sup> October 2019

### Version Control Table

Date	Version No	Summary of Changes	Changes Made By
27/02/18	1.0	Birth of policy	Ian Headley
08/05/2018	1.1	GDPR review, minor wording changes	Ian Headley
24/10/2019	1.2	Annual review, link change to add on opt out for Google	Ian Headley

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## Table of Contents

Section	Description	Page
1.	What are cookies?	6
2.	Which cookies are used?	6
3.	Cookie settings	9
4.	Linked policies	9

## Appendices

Section	Description	Page
	None	

The RNN Group uses cookies across our web sites in order to improve their performance and to enhance the end user experience, this policy explains how cookies function and how they interact with our web sites. Our Privacy Policy provides you with more information on how we protect your data and details the data processing activities of the RNN Group.

## 1. WHAT ARE COOKIES?

Web Cookies are small pieces of data sent by a website that are stored by your browser on your computer or mobile device. They are used by the RNN Group to improve the service we provide on our web sites. Cookies do not carry viruses and cause no harm.

The information stored in the cookies can be used to remember your username and preferences you have selected or to recognise you when you visit our web sites again. Certain cookies may contain personal information, e.g. if you choose to check the ‘remember me’ box when logging in, a cookie will store your login data.

Most browsers are set to accept cookies automatically. Nonetheless, if you wish, you can change your browser settings to block or delete cookies (for details see section 3).

However, if you do so, please note that some areas of our web sites may no longer function properly.

## 2. WHICH COOKIES ARE USED?

Cookies can be used by the RNN Group (first party cookies) or by carefully selected business partners (third party cookies). Third party cookies are used in particular for purposes of web analysis or marketing services.

### First party Cookies

**Strictly necessary Cookies** - These cookies are essential for the operation of our web sites and for instance enable you to navigate the web sites to use certain services, e.g. to access secure areas.

Name of Cookie	Description	Category	Duration
__utma	Distinguished users and sessions. Cookie is created by javascript and cookie is updated every time data is sent to Google Analytics	First-party	2 years from set/update
__utmb	Determines new users and sessions. Cookie is updated every time data is sent to Google Analytics	First-party	30 mins from set/update
__utmc	Monitors when users session ends	First-party	End of browser session
__utmz	Stores the traffic source or campaign that explains how users reached site. Cookie is updated every time data is sent to Google Analytics	First-party	6 months from set/update
_ga	Set by analytics.js. Used to distinguish users	First-party	2 Years
_gat	Used to throttle request rate	First-party	1 Minute
_gid	Used to distinguish users	First-party	24 Hours
wp-settings	The number on the end is your individual user ID from the user’s database table. This is used to customize your view of admin interface, and possibly also the main site interface	Strictly necessary	1 year

ASPSESSIONID  (The number on the end is your unique identifying code)	A session ID for each user so that it can map the user to session state information on the server.  A non-persistent cookie to store the session state.	Strictly necessary	End of browser session
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You can opt-out of having making your site activity available to Google Analytics by installing the [Google Analytics opt-out browser add-on](#). The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) that is running on websites from sharing information with Google Analytics about visit activity.

Using the Google Analytics opt-out browser add-on will not prevent site owners from using other tools to measure site analytics. It does not prevent data from being sent to the website itself or in other ways to web analytics services.

**Hotjar necessary Cookies** - These cookies are essential for the operation and interaction with our web sites, only non-personal information that may include behavioural patterns, are captured. This type of collection allows the provision of a better user experience, identify preferences, diagnose any technical problems and general improve the overall experience when using our sites.

Name of Cookie	Description	Category	Duration
_hjClosedSurveyInvites	Cookie is set once a visitor interacts with a Survey invitation modal popup. It is used to ensure that the same invite does not re-appear if it has already been shown	Functionality	1 Year
_hjDonePolls	Cookie is set once a visitor completes a poll using the Feedback Poll widget. It is used to ensure that the same poll does not re-appear if it has already been filled in	Functionality	1 Year
_hjMinimizedPolls	Cookie is set once a visitor minimizes a Feedback Poll widget. It is used to ensure that the widget stays minimized when the visitor navigates through your site	Functionality	1 Year
_hjDoneTestersWidgets	Cookie is set once a visitor submits their information in the Recruit User Testers widget. It is used to ensure that the same form does not re-appear if it has already been filled in	Functionality	1 Year
_hjMinimizedTestersWidgets	Cookie is set once a visitor minimizes a Recruit User Testers widget. It is used to ensure that the widget stays minimized when the visitor navigates through your site	Functionality	1 Year
_hjIncludedInSample	Session cookie is set to let Hotjar know whether that visitor is included in the sample which is used to generate funnels	Functionality	1 Year

**Functionality Cookies** - These cookies are used to remember the choices you made on previous visits to our web sites such as selected language, your location or your login for your account. The information collected by these cookies is only related to your visits to our web sites, so it cannot be used to track your browsing activity on other sites.

Name of Cookie	Description	Category	Duration
_atuvc	Allows users to share content with other networking platforms	Functionality	2 Years

### Third party Cookies

When you visit our web sites, cookies may be used which are sent by a third party such as YouTube when you view an embedded video, or by Facebook or Twitter, when you send content from a webpage to a social media account. Please check the third party websites for more information about their cookies and how they are used.

**Performance Cookies** - These cookies collect anonymised information about how you use our web sites, e.g. how often you visit the websites and which areas are accessed most frequently.

This information enables us to improve the performance of our web sites and are exclusively used for statistical purposes in order to analyse visits and access to the web sites themselves. The information collected by performance cookies is anonymised and cannot be used to identify a specific person.

Name of Cookie	Description	Category	Duration
_bp-activity-oldest	On the default's theme Activity page, rather than the list of activity being paginated, it has a "load more" button. The "bp-activity-oldestpage" cookie remembers what page of activity the "load more" is on	Performance	Unknown
wp-settings-time	The number on the end is your individual user ID from the user's database table. This is used to customize your view of admin interface, and possibly also the main site interface	Performance	1 year

**Targeting and advertising Cookies** - These cookies are mainly used to deliver adverts more relevant to your personal interests. Carefully selected advertising networks (with RNN Group's permission) usually provide these cookies.

Consequently, personalised adverts of RNN Group products (e.g. banner advertising) based on your browsing behaviour on our web sites may be offered to you when you visit other websites participating in the advertising network.

### Flash Cookies

The RNN Group web sites may offer video content that can only be viewed using Adobe Flash Player. Adobe uses Flash cookies to help improve your experience as a user. Please note that, unlike conventional cookies, Flash cookies can only be deactivated or deleted using the Adobe Flash Player settings and not in the browser settings themselves. Please bear in mind though, that if you disable Flash cookies, you will be unable to access certain types of content on the web sites.



### **3. COOKIE SETTINGS**

The procedure for deleting or blocking cookies depends on the specific browser that you use. The browser settings can be used to block cookies in general or only those of specific websites. Most browsers also offer the option of only blocking third party cookies.

We should point out, however, that blocking or deleting cookies could result in some areas of our web sites being restricted or may cause some of their features to not function properly.

For more details on cookie settings, please see your browser's help menu.

You can find more information about deleting cookies on the most common browsers by following the relevant links below:

Internet Explorer (<http://support.microsoft.com/kb/278835>)

Firefox (<http://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>)

Chrome (<http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647>)

Opera (<http://www.opera.com/browser/tutorials/security/privacy/>)

Safari (<http://support.apple.com/kb/PH5042>)

Safari for iPad and iPhone (<http://support.apple.com/kb/HT1677>)

### **4. LINKED POLICIES**

- Privacy policy
- Data Protection policy