

## Cookies Policy

This website uses cookies. We use cookies to ensure that we give you the best experience on our website to personalise content and adverts and to analyse our traffic using Google Analytics.

### What's a cookie?

A "cookie" is a small file that is stored on your computer's hard drive and which records your navigation of a website (if you allow) so that, when you revisit that website, it can present tailored options based on the information stored about your last visit. Cookies can also be used to analyse traffic and for advertising and marketing purposes.

Cookies are used by nearly all websites and do not harm your system. If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings.

### How do we use cookies?

We use cookies to:

- Track your use of our website to compile aggregate data about site traffic and interaction
- Remember preferences and information about you so you don't have to provide it again

This enables us to understand how you use the site and track any patterns that emerge. This helps us to develop and improve our website and services in response to what our visitors want and need.

The table below lists the cookies that we use and describes their purpose.

Cookie Name	Type	Session / Persistent	Description
PHPSESSID	Session	Session	Where login functions are required, this prevents you from having to log into each page.
language_id	Functionality	Session	Used to track website usage. An anonymous ID to help differentiate users on the Google Analytics platform, but with an expiration date of just 24 hours.

We use Google Analytics service on our website to help track which content is popular and to track the effectiveness of any advertising campaigns.

To help the analytics service work, cookies are stored on your computer. A table can be found below which lists the cookies and their purpose.

Cookie Name	Type	Session / Persistent	Description
<b>_ga</b>	Performance	Persistent	Used to track website usage. An anonymous ID to help differentiate users on the Google Analytics platform with a 2 year expiration date.
<b>_gid</b>	Performance	Session	Used to track website usage. An anonymous ID to help differentiate users on the Google Analytics platform, but with an expiration date of just 24 hours.
<b>_gat</b>	Performance	Persistent	Used to throttle (reduce the frequency) of requests to Google Analytics service

**There are different types of cookies:**

**First party cookies:** these are set by the website you're visiting and only that website can read them.

**Third party cookies:** these are set by someone other than the website you're visiting. Some website pages may feature content from other sites such as Twitter and YouTube which may have their own cookies. Sharing a website page on another service page e.g. Twitter may also set a cookie on your browser.

**Session cookies:** these are only stored on your computer during your web session and are automatically deleted when you close your browser – they usually store an anonymous session ID allowing you to browse a website without having to log in to each page but they do not collect any information from your computer.

**Persistent cookies:** a persistent cookie is stored as a file on your computer and it remains there when you close your web browser. The cookie can be read by the website that created it when you visit that website again. We use persistent cookies for Google Analytics and for personalisation (see below).

**Strictly necessary cookies:** These cookies are essential to enable you to use the website effectively, such as when applying for a job, and therefore cannot be turned off. Without these cookies, the services available to you on our website cannot be provided. These cookies do not gather

information about you that could be used for marketing or remembering where you have been on the internet.

**Performance cookies:** These cookies enable us to monitor and improve the performance of our website. For example, they allow us to count visits, identify traffic sources and see which parts of the site are most popular.

**Functionality cookies:** These cookies allow our website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced features. For instance, we may be able to provide you with news or updates relevant to the services you use. These cookies can also be used to remember changes you have made to text size, font and other parts of web pages that you can customise. They may also be used to provide services you have requested such as viewing a video or commenting on a blog. The information these cookies collect is usually anonymised.

**Personalisation cookies:** These cookies help us to advertise details of products or services that we think may be of interest. These cookies are persistent (for as long as you are registered with us) and mean that when you log in or return to the website, you may see advertising for products or services that are similar to information that you have previously browsed.

#### **How long do cookies last?**

Some cookies are removed when you finish your session and exit the browser. Others are more long-term, sometimes indefinite, and are saved onto your device so they're there when you return to the website.

#### **How to reject cookies**

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies if you don't want to receive cookies that are not strictly necessary to perform basic features of our site. Each browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences.

If you disable cookies, some of the features that make your site more efficient, may not function properly.

Cookies can be disabled at any time, even if you have previously accepted them.

For more information generally on cookies, including how to disable them, please refer to [aboutcookies.org](http://aboutcookies.org). You will also find details on how to delete cookies from your computer.