# egrist

# Cookie Policy

| | |
|---|---|
| Policy ownership: | Dr. C.D.Buckingham, C. Nicklin |
| To be published on website: | Yes |
| Governance links to other standards and policies: | General Privacy Policy, Account Privacy Policy, DPIA, Data Retention Schedule |
| Last Review Date: | 20/09/2022 |
| Review Cycle: | Annual |
| Next Review Date: | June 2023 |

# 1. Introduction

Egrist Limited policies provide a framework to help make sure that the data held and processed by us is managed with the appropriate standards to keep it safe.

Our privacy policies are concerned with the lawful collection of data and the rights of individuals, system users and data subjects.

This policy covers the cookies we store on our clients devices when they are using our websites or logged into our web tools.

# 2. Cookie Policy

Cookies are files saved on your phone, tablet, computer or other device when you visit a website.

**Our Cookies**

We use strictly necessary cookies and these ensure our websites work properly. Necessary cookies enable core functionality such as security, network management, and accessibility. They allow you to move around our websites and use the features. They are therefore needed to support the technical functionality of our websites and cannot be turned off.

We value your privacy. These cookies do not store any personal identification information.

| Domain | Cookie Name | Description | Type and Expiry |
|---|---|---|---|
| www.egrist.org | SSESS*<br><br>*Example name: SSESSb00bfd08edf8d11a2945a4cvcf1c1592 | Used to authenticate an active session and remember users when they move between web pages.<br><br>Example content: _3Hlk2vkaWRN7TcXEeu97wVCw9osMFASFQPRwZfCIhN | Session |
| www.secure.egrist.org | SID | Used to authenticate an active session and remember users when they move between web pages.<br><br>Example content: l9vnaglxt6pvbcjs8no7uh930b | Session |

**Hotjar Tracking Code Cookies**

Occasionally, we use an analytics tool called Hotjar. Hotjar allows us to understand the needs of our users by providing a way to analyse their use of our web tools. This improved understanding of the user experience allows us to optimise our service. Hotjar uses technology such as cookies to collect data on the user's behaviour. Hotjar Tracking Code cookies are set on a visitor's browser when they visit a website that loads the Hotjar Tracking Code. Hotjar Tracking Code cookies are created via a script that is executed from the host domain, making them first-party cookies. These cookies allow the Hotjar Tracking Code to function correctly.

We value your privacy. We have researched Hotjar and how it functions. Some cookies store automatically generated site and user identifiers, but these are meaningless outside of Hotjar. These cookies do not store any personal identification information. See our Account Privacy Policy for more information.

Follow this link for a list of cookies set by the Hotjar Tracking Code.

### What type of cookies do Egrist websites use?

Egrist uses session cookies. Session cookies can help with security and allow websites to remember users within the site as they move between web pages. They can remember what you have done on previous web pages so you do not have to re-enter information.

Occasionally, Egrist uses an analytics tool called Hotjar to track user interactions with enabled webpages. These cookies are persistent. Egrist does not use any other persistent, analytics, tracking or performance cookies.

Egrist does not use advertising or third-party cookies. We only use first-party cookies which are set by the website you are using.

### How long are cookies saved for?

Session cookies delete themselves once you close your browser windows or are deleted when you log out.

See Hotjar Tracking Code cookies for the retention period of these cookies.

### How do I manage cookies or change my cookie settings?

Web browsers allow some control over cookies through the browser settings. You can use your browser settings to delete cookies that have already been set or to allow/block cookies. It is important to know that rejecting or blocking cookies will not delete any cookies that have already been saved to your device in the past. You can delete previously saved cookies via your browser settings. For more information about how to use your browser settings to clear your browser data or to manage cookies, check your browser 'Help' function.

Please note, if you disable cookies by changing your browser settings, this may affect how the website functions and parts of our website may not work correctly.

Hotjar does not track or record users who have cookies disabled. The Hotjar Tracking Code doesn't properly load its different components if it detects that cookies are disabled. Therefore, if cookies are disabled, Hotjar cannot track behaviour and does not function.

### Updates to the Privacy Notice and Cookie Policy

We may review and amend the contents of this Cookie Policy from time to time, therefore we recommend you check it regularly.

If you have questions regarding the contents of this policy or wish to exercise any of your rights described in our Privacy Policy, you can contact our Data Protection Officer:

By email: privacy@egrist.co.uk