

## Cookie Policy

### **1. What are Cookies?**

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. This document explains the cookies we use and why.

### **2. What types of Cookies do we use**

#### **• Strictly Necessary Cookies**

- These cookies are **necessary** for the website to function and cannot be turned off. They enable core functionality such as security and accessibility. Users may disable these by changing their browser settings, but this may affect how the website functions.

#### **• Functional Cookies**

- These cookies are used to enhance the performance and functionality of our websites but are **not strictly necessary** to their use. However, without these cookies, some functionality may not work as expected.

#### **• Performance & Analytics Cookies**

- These cookies collect information that is used in aggregate form (to help us understand how websites are being used), to understand how effective marketing campaigns are and to help customise websites for users or to enhance their experience. These cookies are **not strictly necessary** and can be turned off.

### **3. Change your cookie preferences**

You can change your cookie preferences at any time, this will allow you to adjust the slider to 'On' or 'Off', then click 'Save and close'. You may need to refresh your page for your settings to take effect.

Alternatively, most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). Find out how to manage cookies on popular browsers:

[Google Chrome](#)

[Microsoft Edge](#)

[Mozilla Firefox](#)

[Microsoft Internet Explorer](#)

[Opera](#)

[Apple Safari](#)

To find information relating to other browsers, visit the browser developer's website. To opt out of tracking by Google Analytics across all websites, visit <http://tools.google.com/dlpage/gaoptout>

However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

#### **4. Which Cookies do we use and how do we use them**

##### **Strictly Necessary**

| <b>Provider</b> | <b>Cookie</b>  | <b>Purpose?</b>   | <b>How long do they remain?</b>                            | <b>Can they be disabled?</b>  |
|-----------------|--|---|--|---|
| <b>Eploy</b>    | ASP.NET_SessionId<br>ASP.NET_AuthId<br>Eploy.Session | These are session cookies that help the visitor use the website. They do not capture any personal information.  | They are automatically deleted when you shut your browser. | No – these are essential to make the webpage work.  |
| <b>Eploy</b>    | Eploy_CookieConsent                                  | This stores the type of cookies which the candidate has given their consent to store on their device. e.g. performance, analytics etc.  | These will automatically expire after 12 months.           | No - this cookie is required if the visitor is using the new cookie consent module. If the visitor is not using it, then it will not be stored. |
| <b>Eploy</b>    | CookiesDirective                                     | This records that the visitor confirmed they have read the cookie banner so that it does not appear again. This does not store any other information. This will be replaced by Eploy CookieConsent. | It will automatically expire after 12 months.              | No  |
| <b>Eploy</b>    | CultureSystemCodeID                                  | This is only in operation for multilingual sites to store the visitor's culture and set   | It will automatically expire after 12 months.              | No  |

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|              |                       |  |   |    |
|--------------|-----------------------|--|---|----|
|              |                       | formatting of currency, dates etc. No personal information stored.   |   |    |
| <b>Eploy</b> | LocalTimezoneVariable | Used to store the visitor's time zone so dates are formatted and time zones are set to their location. This doesn't store any other information. | It will automatically expire after 12 months. | No |
| <b>Eploy</b> | WebsiteModeID         | This is only used when the website has more than one mode (e.g. sites with Graduate Schemes). This doesn't store any other information.          | It will automatically expire after 12 months. | No |

## Functional

|                 |                      |  |  |   |
|-----------------|----------------------|--|--|---|
| <b>Eploy</b>    | SavedVacanciesCookie | It stores the vacancy ID which is used for keeping a list of saved jobs. It will only store a vacancy ID if the visitor clicks on 'save job' and you have accepted functional cookies. | It's automatically deleted when you shut your browser. | Yes - although a visitor won't be able to save a job without registering first. |
| <b>Eploy</b>    | RememberMeCookie     | This stores whether or not the visitor has ticked the 'Remember Me' option when they log in or register and you have accepted functional cookies.                                      | It will automatically expire after 12 months.          | Yes   |
| <b>Eploy</b>    | UsernameCookie       | This enables the site to remember the visitor's login name if 'Remember me' is ticked and you have accepted functional cookies.  | It will automatically expire after 12 months.          | Yes   |
| <b>Facebook</b> | Various              | Our website has the ability to share jobs to social networks. The browser will send information to the specific social site they wish to share content                                 | See the 3rd party pages for more information:          | Yes   |

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|                           |  |   |   |     |
|---------------------------|--|---|---|-----|
|                           |  | to. The social site will receive the visitor's ID (on Facebook etc.), the website that they are visiting, the date and time and other browser related information. The names of these cookies changes from time to time. These cookies are only active if this feature is used.   | <a href="#">Facebook</a><br><a href="#">LinkedIn</a>                      |     |
| <b>Google</b>             | Google SSO: SSID   | Our website has the ability to apply for jobs using social profiles, the site will always ask for consent to do this. These will only ever be active if the visitor chooses to use this service.  | It will automatically expire after 6 months.                              | Yes |
| <b>Dropbox and Google</b> | Dropbox when uploading from Dropbox<br><br>Google when uploading from Google | When uploading a CV or other document, the visitor has the option to upload directly from their device or a cloud service like Dropbox. Both Dropbox and Google use cookies for this service. These cookies are only active if this feature is used.  | <a href="#">Dropbox</a><br><a href="#">Google</a>                         | Yes |
| <b>YouTube</b>            | YouTube yt-  | Our website embeds videos from a YouTube channel, normally using YouTube's privacy-enhanced mode. This mode may set cookies on a visitor's computer once they click on the YouTube video player, but YouTube will not store personally-identifiable cookie information for playbacks of embedded videos when using the privacy-enhanced mode. | <a href="#">Read more at YouTube's embedding videos information page.</a> | Yes |

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## Performance/Analytical

|               |                   |   |            |     |
|---------------|-------------------|---|------------|-----|
| <b>Indeed</b> | _indeed           | Indeed conversion tracker is used by our website to track the success of advertising jobs with Indeed. When a job seeker navigates to Indeed.com and clicks on a job, a cookie from Indeed.com is placed on their device.   | 30 days.   | Yes |
| <b>Google</b> | __ga              | This suite of cookies are managed by Google for analytics. They might be used to collect information about the number of visitors to our site, how we use the site, where visitors come from, both geographically and from which website.<br><br><a href="#">Read Google's overview of privacy and safeguarding data.</a> | 2 years    | Yes |
|               | _gali             |   | 10 minutes |     |
|               | _gat_UA-1036645-1 |   | 1 minute   |     |
|               | _gid              |   | 1 day      |     |