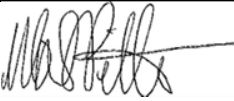| ACG Cookie Policy	
Document Control: Document Number: PP/ACG/IG09 Version 1 **For the latest version of this policy please refer to the electronic location below or the website**	
Summary	This policy is to ensure that all users of Our Website understand what cookies are, why we use them and what happens to any information collected using cookies.
Scope	All users of the website
Document Type	Policy ☒ SOP ☐ Guideline ☐
Verified by	Information Governance Steering Group
Version Issued	May 2020
Next Review Date	May 2023
Author	Quality and Governance Manager
Lead Director	Data Protection Officer
Electronic Location (EL)	Intranet
Located on Website	Yes

Contents

Policy

1. Introduction

1.1. For the Purpose of this Cookie Policy, "Active Care Group" is referred to as "we", "us" or "our". By using or accessing Active Care Group's website ("Site"), you are consenting to our use of Cookies as outlined below. This policy is to ensure that all users of Our Website understand what cookies are, why we use them and what happens to any information collected using cookies.

1.2. When we provide services, we want to make them easy to use, informative and reliable. When accessing our website, this sometimes involves placing small amounts of information on your device e.g. computer or mobile phone. These include small files known as cookies.

2. Scope

2.1. This Policy applies to all users of Our Website.

3. What is a Cookie?

3.1. Cookies are small pieces of text data sent to an individual user's computer or other website-browsing equipment for record-keeping purposes. When you visit Our Site, we may send cookies to your computer, as this enables Us to collect information about you which can be used to improve services for you by:

- Allowing Us to identify your device so you don't have to enter the same information several times during one task
- Identifying your username and password so you don't need to do it for every web page visited
- Calculating how many people are using Our site, so that we can respond efficiently to any increased volume in users to Our site.

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4. What happens when Cookie is sent to my device?

4.1. These cookies are stored in the hard drive of your computer. Cookies do not in themselves carry any personal data. They allow the Site to recall significant information that will make the Site easier for you to use. A cookie will often include the name of the domain from which the cookie has originated, how long the cookie will last for, and a randomly generated unique identifier. Some cookies will be used on the Site whether you are logged into your account or not. Some cookies will expire at the end of a session and are automatically deleted when you close your web browser, these are called session cookies. Other cookies, called persistent cookies, stay in the cookie file of your web browser for much longer. See below for how you can add further controls to how these are stored on your computer.

4.2. In order to record how many Users are visiting Our Site, we use session cookies that collect the results anonymously and do not store any of your personal data. The information that we collect in this way may include data about how you use the Site, information about your computer (including your IP address and browser type), demographic data and, if you visited the Site by clicking on a link from a different website, the URL of that website. We may also use cookies so that we recall your computer when it is used to return to the Site. This is done to improve your experience on Our Site and make it as personalised as possible. We may associate personal information with a cookie file on those occasions.

5. What are First Party and Third-Party Cookies?

5.1. Cookies can be sent by different parties. If the cookie comes from our Site it is a first party cookie. If it comes from another Site it is a third-party cookie, specifically chosen by us to provide a service, such as a personalised visit.

6. How do Active Care Group Use Cookies?

6.1. We use cookies to enhance and personalise your experience on Our Site. We use cookies for a variety of reasons including those listed below:

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6.2. Plug-ins that filters out duplicate applications that happen very close together. To do this it creates a one-way encrypted code to identify an application, this can be compared to any subsequent applications made by the same visitor and duplicates eliminated.

6.3. This code cannot be decrypted to reveal any information and isn't stored, transmitted or processed in any further way.

6.4. Cookies that are used when a client or PA logs into the site. Cookies are essential for this feature to work. We record the time/date that the user logged in but nothing more.

7. Tracking Cookies

7.1. Cookies that track that an application has been completed through an Indeed web page. This does not store data but tracks that an application has occurred through their Site.

8. Google Analytics

8.1. These are tracking cookies that enable us to collect results anonymously and do not store any of your personal data. The information that we collect in this way may include data about how you use the Site, information about your computer (including your IP address and browser type), demographic data and, if you visited the Site by clicking on a link from a different website, the URL of that website.

8.2. We do not take any data for marketing purposes from our Site.

9. How do I manage Cookies in my browser?

9.1. Although your browser may be set up to allow the creation of cookies, you can specify that you wish to be prompted before a website puts a cookie on your hard drive, so that you can

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decide whether or not to allow it. Alternatively, you can set your computer not to accept any cookies. Please refer to your browser instructions or help screen for information about how to do this. If you disable cookies, you may not have access to certain features that make your experience of the Site more efficient and some of Our Services may not function properly. Visitors who disable cookies can still make use of the website.

9.2. To withdraw consent, you can reject or delete cookies by managing cookies in your browser as described above.

9.3. More information about cookies and data protection can be found on the ICO website. www.ico.org.uk

10. Policy Review Statement

10.1. This document may be reviewed at any time at the request of either staff or management, but will automatically be reviewed 3 years from initial approval and thereafter on a triennial basis unless organisational changes, legislation, guidance or non-compliance prompt an earlier review.

11. Document Change History

Version	Description of revision (include reason for revision)	Approval	Date of Issue
1			