

# Cookie Policy

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| <b>Responsible Board:</b>             | Corporate and Planning Board         |
| <b>Approved by &amp; date:</b>        | SMT May 23                           |
| <b>Linked policies and documents:</b> | Other GDPR Policies                  |
| <b>External reference points:</b>     | GDPR, Data Protection Act 2018, PECR |
| <b>Audience:</b>                      | OBC Staff and Students               |

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# 1 Introduction

The College is committed to ensuring that our website visitors have the best possible experience while navigating through our platform. An integral part of this is respecting and safeguarding your privacy and personal information. This policy aims to explain the role of cookies in enhancing your website experience, and your ability to control their usage.

Cookies are small text files stored on your device by your web browser at the request of a site you're viewing. This allows the site to remember your actions and preferences over a period, thereby saving time and contributing to a more efficient and user-friendly browsing experience. This policy outlines how we use cookies, the types of cookies used, and your options for managing them.

## 2 Purpose

The purpose of this policy is to explain to users of this website how cookies are used on the site, the options for controlling the use of cookies and what cookies are used.

## 3 Scope

This policy applies to the cookies used on this website <https://obc.ac.uk/>

## 4 Aims and Objectives

4.1 The aims and objectives of this policy are:

- 4.1.1 Transparency: To provide clear and accessible information about the way in which our website uses cookies and similar technologies.
- 4.1.2 User Control: To offer you the ability to manage and control the use of cookies on your device when using our website.
- 4.1.3 Compliance: To ensure that our use of cookies complies with relevant legislation, including the General Data Protection Regulation (GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003, and other relevant data protection and privacy laws.
- 4.1.4 Education: To help users understand what cookies are, the different types of cookies, and why we use them.
- 4.1.5 Trust: To maintain and build trust with our website users by demonstrating our commitment to protecting privacy and personal information

## 5 Policy Main Body

## 5.1 Definitions

The following terms are used throughout this policy and are defined as follows:

- 5.1.1 **“Cookie”** - Cookies are small files that are placed on your computer by the websites that you visit. They are used in order to make websites work, to provide features, or to work more efficiently, as well as to provide information to the owner of the site such as pages visited, number of visitors etc. Some cookies also enable the display of relevant advertising when you move from site to site.
- 5.1.2 **“Personal data”** – is any information which can directly or indirectly identify a living person.
- 5.1.3 **“First Party Cookie”** – this is a cookie that is controlled by us
- 5.1.4 **“Third Party Cookie”** – this is a cookie provided by a third party e.g. Google Analytics for which we have no control over
- 5.1.5 **“Session”** - If a cookie does not contain an expiration date, it is considered a session cookie. Session cookies are stored in memory and never written to disk. When the browser closes, the cookie is permanently lost from this point on.
- 5.1.6 **“Persistent”** - these cookies stay in one of your browser's subfolders until you delete them manually or your browser deletes them based on the duration period contained within the persistent cookie's file

## 5.2 Cookie Types

We use the following types of cookies on our website:

- 5.2.1 **Necessary Cookies** - These cookies are necessary for the operation of our site. They don't access or store any personal data. Our website cannot function without these cookies so they are, by default switched on. You can manage cookies in your browser (see browser settings in section 6) Your choices will include the ability to switch off cookies completely and removing cookies by deleting them when you leave our site. If you do switch cookies off, you may find problems with the operation of our website.
- 5.2.2 **Analytics Cookies** - These cookies allow us to analyse website use such as which pages are most popular and how visitors move around the site. The information collected does not directly identify any individuals. You can control whether you want to accept the use of these cookies via the cookie consent options on the website.
- 5.2.3 **Functionality Cookies** – These cookies allow us to recognise you when you return to our website. They enable us to personalise content for you and remember preferences you may have set on your last visit. You can control whether you want to accept the use of these cookies via the cookie consent options on the website.

5.2.4 **Performance/statistics cookies** - These cookies collect information about how you use our website (e.g., which Internet browser you use, how often you visit our website, which pages you open, or how long you stay on our website). These cookies do not store any information that enables visitors to be personally identified. The information collected with the help of these cookies is aggregated, and thus anonymous.

5.2.5 **Marketing Cookies** - these cookies allow us to provide personalised and relevant services or advertising to our visitors, and to assess the effectiveness of our digital marketing activities. We also use these cookies to enable third party 'plug-ins' like social media sharing and like buttons. They also enable us to play video content. You can control whether you want to accept the use of these cookies via the cookie consent options on the website.

### 5.3 Cookie Details

#### 5.3.1 Necessary Cookies

| Cookie Name                       | Duration  | Purpose  |
|-----------------------------------|-----------|--|
| cookielawinfo-checkbox-analytics  | 11 months | This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category "Analytics".                            |
| cookielawinfo-checkbox-functional | 11 months | The cookie is set by GDPR cookie consent to record the user consent for the cookies in the category "Functional".  |
| cookielawinfo-checkbox-necessary  | 11 months | This cookie is set by GDPR Cookie Consent plugin. The cookies is used to store the user consent for the cookies in the category "Necessary"                            |
| cookielawinfo-checkbox-others     | 11 months | This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category "Other"                                 |
| viewed_cookie_policy              | 11 months | The cookie is set by the GDPR Cookie Consent plugin and is used to store whether or not user has consented to the use of cookies. It does not store any personal data. |

## 5.4 Using Your Browser to Control Cookies

As well as setting cookie preferences using the cookie settings options when you visit the website, you can also control cookie settings in your browser. How to control cookies for some of the most common browsers are detailed below:

5.4.1 [Google Chrome](#)

5.4.2 [Firefox](#)

5.4.3 [Safari \(Mac\)](#)

5.4.4 [Safari \(iPhone/iPad\)](#)

5.4.5 [Internet Explorer](#)

5.4.6 [Microsoft Edge](#)

## 5.5 Managing Analytics Cookies

You can opt out of anonymous tracking from third party analytics cookies by clicking on the links of our service providers here:

Google Analytics: <https://tools.google.com/dlpage/gaoptout>

## 5.6 Further Information

If you would like any further information about the use of cookies on this website, please contact us at [salman.haq@obc.ac.uk](mailto:salman.haq@obc.ac.uk)

Please also see our privacy notice <https://obc.ac.uk/privacy-policy/>.

## 5.7 Changes to This Policy

We may make changes to this policy from time to time and the latest version of the policy will always be displayed on our website. You should check this policy from time to time to see any updates.