**professional
standards
authority**

## Our Cookie Policy

**You can elect to use cookies on our site or to refuse their use by choosing the 'yes' or 'no' prompt on our homepage**

**1.    Induction**

1.1    We are meant to protect you when you use our website.

1.2    This policy relates to our use of any personal information you provide us through the use of our website.

1.3    In order to provide you with the full range of information we have available in our website, we sometimes need to collect information about you. This information is collected in the form of cookies.

1.4    We explain below what cookies are and also detail the cookies that are used on our website.

**2.    What is cookie**

2.1    A cookie is a small file of letters and numbers that we put on your computer if you agree.

2.2    These cookies allow us to distinguish you from other users of our website, which helps us to provide you with a good experience when you browse our website. It also allows us to improve our site.

2.3    The use of your cookies, as detailed below, are not intended to be intrusive in any way or to compromise your privacy.

2.4    You can read more about the individual cookies we use and how to recognise them from our table below:

| Cookie | Name | Purpose | More information |
|---|---|---|---|
| Text re-sizer | Style | This is used to set your text re-size preference when you use the text re-sizer buttons on the site. This allows us to show the text in your preferred size when navigating between pages. The cookie will expire once you have closed your session with our website (this means that the | |

| | | | |
|---|---|---|---|
| | | session expires on closing down your browser) | |
| Graphic/text version | main CSS, textCSS (part of citrus CMS cookie) | The maincss cookie is used to set your preference for viewing the graphical version of the website. The textcss cookie is used to set your preference for viewing the text only version of your website. This allows us to maintain your preference when navigating between pages. This cookie will expire when you close your session with our website (once you close your browser). | |
| Language | (part of the citrus CMS cookie) | This is used to set your preference for viewing the site in your preferred language (English or Welsh). It is set when you click one of the language buttons on the site. This allows us to maintain your preference when navigating between pages. This cookie will expire once you have closed your session with the website (or when your browser is closed down) | |
| Survey | Survey X (where x identifies the survey. Part of the citrus CMS cookie) | This is used to identify that you have participated in a survey on the site. This is only set when you have participated in a survey and allows us to remember your participation in order to prevent multiple voting from the same person. The cookie is set to expire in 365 days from its initial creation | |
| Accept cookies | The Authority cookies accepted | This is used to remember your acceptance of the use of cookies on this site. It allows us to only remove the cookie acceptance message once you have accepted cookies. The cookie is set to expire in 365 days from its initial creation | |

| Google Analytics | -utma | This allows Google Analytics to determine unique visitors to our site. The cookie expires 2 years from initial creation or from update of cookie | https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage?csw=1 |
|---|---|---|---|
| Google Analytics | -utmb | This cookie is used to establish and continue a user session on our site. The cookie will expire 30 minutes from initial creation of from update of the cookie | https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage?csw=1 |
| Google Analytics | -utmc | This is used in conjunction with the -utmb cookie to determine whether or not to establish a new session for the user. This cookie will expire once you have closed your session with our website (once you have closed your browser) | https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage?csw=1 |

## 3.    Removing Cookies

3.1    If you have previously browsed to our website and no longer wish to accept cookies, please be aware that some cookies may have already been set.

3.2    You may delete these cookies at any time via your browser by following these instructions: http://www.aboutcookies.org/Default.aspx?page=2

## 4.    Protecting Information

4.1    We are committed to safeguarding your personal information.

4.2    When you provide such information we are legally obliged to use this information in line with all the laws concerning the protection of personal information, including the Data Protection Act 1998 (see also our Privacy Policy at the bottom of the website homepage).

4.3     Through hyperlinks, we sometimes direct you to websites that are owned and operated by third parties. These third party sites will have their own privacy policies, including how they manage the use of cookies. We urge you to review their policies. They will govern the use of personal information you submit or is collected by cookies.

4.4     We cannot accept any responsibility or liability for the privacy practices of any third party websites or how they manage the use of their cookies. The use of third party sites is at your own risk.

4.5     If you need further advice, please contact info@professionalstandards.org.uk

**Version Control**

| Version | Status | Description of Version | Date Completed |
|---------|--------|------------------------|----------------|
| 1.0 | | Cookie Policy | 12/04/19 |
| 2.0 | | Changed from the CHRE to The Authority and house style formatting applied | 13/09/23 |
| | | | |