

# Cookies Policy

## What are cookies?

A cookie is a small text file that is stored on your computer or device when you visit a website. Cookies are used by all websites and have several different functions.

At a basic level cookie will:

- Allow the site to work properly, and help keep it secure
- Help us understand how people use the website
- Make the site easier to use by remembering information that you've entered
- Improve your experience by showing you information that's relevant to you
- Types of cookies we use
- These are divided into two categories:

## 1. Absolutely Necessary cookies

These cookies let you move around our websites and use all their features. Without them, you wouldn't be able to do things like view your profile, view timesheets, or use forms to improve compliance. These cookies also help keep your session secure.

As standard all our websites only create two Cookies and these cookies are 'Absolutely Necessary' for the functioning of your website.

These cookies are 'ASP.NET\_SessionId' and "JSESSIONID". 'ASP.NET\_SessionId' stores a 'Session ID' which is used by Microsoft .NET Framework to deliver the web pages to the visitor.

The New Relic JSESSIONID cookie is used to store a session identifier so that New Relic can monitor session counts for our applications. The cookie value is generated by Jetty.

We use [New Relic](#) to help us track any potential server errors and review the performance of our hosting platforms.

These cookies expire at the end of sessions which is when a visitor goes to another website or closes their browser window.

Because they do not remain on your computer it has no way of tracking your website usage or retaining any of your data post expiry. This means consent is not required.

**Cookie Names: ASP.NET\_SessionId, JSESSIONID**

## 2. Performance cookies

These simply help us improve the way our website works. They tell us how people use each page, which ones are most commonly viewed, or whether any errors occurred.

Cookie Names: \_utma / \_utmb / \_utmc / \_utmz

Cookie name	Duration	Description
_utma	2 years	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.
_utma	2 years	
_utmb	1 day	
_utmc	End of browser session	
_utmz	6 months	
_utmt	1 day	

_utmz	6 months	
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## How to turn off cookies

You can set your browser not to accept cookies and the websites below tell you how to remove cookies from your browser. However, some of our website features may not function as a result.

For further information on cookies generally visit [aboutcookies.org](http://aboutcookies.org) or the Information Commissioner's webpage on cookies [ico.org.uk/for-the-public/online/cookies/](http://ico.org.uk/for-the-public/online/cookies/)