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Cookie Policy

GDPR Management System (GDPR)



Change History:

Each document has a version number. The initial version is 1.0. This is incremented by 1 for each revision so that the second version is 2.0, the third version is 3.0 and so on. Filename may use 'v' to demote the version (e.g. v1.0 represents version 1.0, v.2.0 represents version 2.0 and so on).

Version	Date	Description of Change	Initials
1.0	04/09/2018	First draft for comment	KJ
2.0	19/12/2018	Document updates	KJ
3.0	04/01/2019	Company address changed	KJ
4.0	09/01/2019	Change to mixpanel cookie	KJ
5.0	05/11/2019	Change to document structure	KJ

Document Owner and Approvals:

The GDPR Owner is the owner and is responsible for ensuring that this document is reviewed and in line with the review requirements of the GDPR Management System.

This document is approved by the CEO and is issued on a version-controlled basis.

Signature:



Date:

12-02-2020

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1 Scope

- 1.1.1 All employees, workers, and contractors whose personal data is collected, in line with the requirements of the General Data Protection Regulation (GDPR).

2 Responsibilities

- 2.1.1 The GDPR Owner is responsible for ensuring that this notice is made available to data subjects.

3 Cookie Policy

3.1 What are Cookies?

- 3.1.1 Our website(s) use cookies to distinguish you from other users of our website(s). This helps us to provide you with a good experience when you browse our website(s) and also allows us to improve our services.
- 3.1.2 A cookie is small file of letters and numbers that we store on your browser or the hard drive of your computer, tablet or phone.

3.2 What type of Cookies do we use?

- 3.2.1 We may use any of the following categories of cookies on our website(s), as detailed below:
- **Strictly Necessary Cookies.** These are cookies that are required for the operation of our website(s). They include, for example, cookies that enable you to log into secure areas of our website(s), use a shopping cart or make use of e-billing services.
 - **Analytical/Performance Cookies.** These cookies allow us to recognise and count the number of visitors and to see how visitors move around our website(s) when they are using it. This helps us to improve the way our website(s) work, for example, by ensuring that users are finding what they are looking for easily.
 - **Functionality Cookies.** These cookies are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences, for example, your choice of language or region.
 - **Targeting Cookies.** These cookies record your visit to our website(s), the pages you have visited and the links you have followed. We will use this information to make our website(s) and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

3.2.2 You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

Cookie Name	Purpose	Category
DYNSRV	This cookie is added by the hosting company. Its purpose is to improve the performance of the Arkessa website.	Analytics/Performance
__unam	The “__unam” cookie is set as part of the ShareThis service and monitors “click-stream” activity, e.g. web pages viewed, navigation from page to page, time spent on each page etc. The ShareThis service only personally identifies you if you have separately signed up with ShareThis for a ShareThis account and given them your consent.	Functionality
_ga	Google Analytics cookies track users as they navigate the website and help improve the website(s) usability.	Analytics/Performance
_gid	Google Analytics cookies track users as they navigate the website and help improve the website(s) usability.	Analytics/Performance
SSOCookie	Used for session tracking to enable login/logout functionality	Strictly Necessary
_mixpanel	This cookie identifies the user to MixPanel, in order to get statistics on which tools are being used in Emport	Analytics/Performance
Google Maps (3 rd Party)	Stored by Google when using the location feature in Emport	Functionality

3.2.3 Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

3.3 Blocking or restricting Cookies

3.3.1 You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. 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(s).

3.3.2 Where you give consent to the use of cookies, that consent can be withdrawn at any time by adjusting your cookie settings. If you want to know more about cookies, please visit the

following website(s), which include detailed information about types of cookies, how they are used, and how you can manage your cookie preferences:

- <https://cookiepedia.co.uk/>
- www.allaboutcookies.org

3.4 Contact Us

3.4.1 If you would like to contact us about this policy, please contact us via one of the following methods:

- **Email:** privacy@arkessa.com
- **Post:** FAO GDPR Owner, Arkessa Limited, Riverside House, Riverside, Bishop's Stortford, Hertfordshire, CM23 3AJ, UK

3.5 Policy Changes

3.5.1 We reserve the right to update this cookie policy at any time, and we will provide you with a new cookie policy when we make any substantial updates. We encourage you to periodically review this page for the latest information on the policy.