



## Cookie Notice

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## 1 Scope

- 1.1 This Notice states how the Company website uses cookies to distinguish users on the website. This helps the Company to provide users with a good experience when they browse the website and allows the Company to improve the site when necessary to comply with obligations under the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426) (PECR 2003) (as amended) and the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (UK GDPR).
- 1.2 This Notice applies to Company website users and all relevant persons are required to understand the provisions of this Notice.

## 2 Policy statement

- 2.1 FDR will act as the Data Controller in relation to Data collected and stored from website cookies.
- 2.2 FDR is committed to ensuring that all Personal Data will be processed in accordance with Data Protection Legislation at all times.
- 2.3 In accordance with the Data Protection principles, the personal information held about users will be:
  - used lawfully, fairly and in a transparent way;
  - collected only for valid purposes that the we have clearly explained to you and not used in any way that is incompatible with those purposes;
  - relevant to the purposes we have told you about and limited only to those purposes;
  - accurate and kept up to date;
  - kept only as long as necessary for the purposes we have told you about; and
  - kept securely.

## 3 Nature of Cookies

- 3.1 A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to users' computer's hard drive.

FDR use the following cookies:

- 3.2 **Strictly necessary cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
- 3.3 **Analytical or performance cookies.** These allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- 3.4 **Functionality cookies.** These 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).
- 3.5 **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests



## 4 Purpose of Cookies

4.1 **Cookies** are a specific technology that store information between website visits.

Type	Name	Details	Retention Period
<b>Strictly necessary cookie</b>	cmsa	<b>1st Party Cookie</b> This cookie is created by the Perch CMS to identify you as a user of a Perch licensed product. Perch may use this to verify that a website has been correctly licensed.	1 Month
<b>Performance cookie</b>	_utmz, _utmc, _utma, _utmb, _utmz, _ga, _gat	<b>3rd Party Cookies</b> 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.	End of Session, 2 years, 30 mins, 7 months, 2 years, 10 mins
<b>Functionality cookie</b>	PHPSESSID	<b>1st Party Cookie</b> This is used by the PHP language to identify you as a unique user. It expires when you close your browser and does not store personal data about you.	End of session

## 5 Consent

- 5.1 FDR acknowledges and understands that under PECR, website operators must obtain the users' consent to the use of cookies unless an exemption applies. Information about cookies can be found on the footer of the company website.
- 5.2 FDR acknowledges that consent must be freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.
- 5.3 Website users have the opportunity to set their devices to accept all cookies, to notify them when a cookie is issued, or not to receive cookies at any time. Each browser is different and the 'Help' menu on users' browser provide information on how to change cookie preferences.
- 5.4 Users can choose which analytical, functionality and targeting cookies we can set by clicking on the button(s):
- Strictly essential cookies **OFF**
  - Analytical or performance cookies **OFF**
  - Functionality cookies **OFF**
  - Targeting cookies **OFF**
- a. However, if users use their browser settings to block all cookies (including essential cookies) they may not be able to access all or parts of our website.



## **6 Sharing Data**

- 6.1 FDR collect and send anonymous cookies to Google Analytics, Tag Manager, Lead Forensics, Facebook Pixel, Hotjar Heatmaps and LinkedIn Insights. These cookies are used to collect information on how users view our site. We use this information to help us improve the site. They do not collect any personal information and are used for no other purpose.

## **7 Review and monitoring**

- 7.1 The DPO is responsible for this Notice and for overseeing the Company's compliance arrangements.
- 7.2 This Notice will be reviewed at least annually but it may be changed at any time to take account of changes in technology, law and best practice.
- 7.3 Information and/or training on any changes will be provided if necessary.
- 7.4 All staff are responsible for understanding and following the Company's policies and procedures and reporting any breaches to an appropriate person.