

## STAT15 – Cookie Policy

<b>Policy Author:</b>	Vice Principal Funding, Systems and Operations	<b>Policy Owner:</b>	Vice Principal Funding, Systems and Operations
<b>Approval Date:</b>	September 2023	<b>Review Date:</b>	September 2025
<b>Purpose of the Policy</b>  Cookies – small files stored on digital devices – allow a website and website application to track individual browsing movement and tailor the online experience. Weymouth College needs to make clear the involvement of cookies across all Weymouth College digital communication platforms.			

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## 1. Reason for the Policy

The aim of this policy is to outline the College's use of analytic cookies on digital platforms.

## 2. Policy

### 2.1. What Are Cookies

Cookies are small text files that are placed on your computer or mobile device when you access the internet.

### 2.2. How We Use Cookies

*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 or make use of online booking forms.

*Google Analytics* - a web analytics service provided by Google. These cookies 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 and is structured. Google Analytics allows us to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website through Google Analytics.

*Third-party cookies* - (for example twitter/YouTube). Some third-party software utilises its own cookies over which we have little/no control. You can find out about their use of cookies by visiting the third party's website.

Enabling some of these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that some features of the site may not work as intended.

*Cookies In Emails* - as well as the cookies we use on our websites, we use cookies and similar technologies in some emails. These help us to understand whether you've opened an email and how you've interacted with it. Cookies will also be set if you click on any link within the email.

### 2.3. How To Control Cookies

You can control and/or delete cookies. You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have

adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

Further Information

Additional information regarding cookies and opting-out is available at <http://www.youronlinechoices.com/uk/> and [www.allaboutcookies.org](http://www.allaboutcookies.org).

### 3. Responsibility

#### 3.1. Vice Principal, Funding, Systems & Operations

<b>Definitions:</b>	None.	<b>Who Needs to Know?</b>	<ul style="list-style-type: none"> <li>• All College staff</li> <li>• Parents</li> <li>• Students and Service users</li> </ul>
<b>Related Policies and Procedures:</b>	<ul style="list-style-type: none"> <li>• Data Protection Policy</li> </ul>	<b>Approval Date:</b>	September 2023
<p><b>This policy was approved and adopted by:</b></p> <p><i>Julia Howe</i></p> <p><b>Julia Howe</b> Principal and Chief Executive Officer</p>			