



## Cookie Policy – 1 Sep 2020

### Introduction

We respect the privacy of visitors using our websites. This Cookie Policy provides you with clear and comprehensive information about the cookies we use and the purposes for using them.

### Contact Details

We are OX365 Limited. Our address is Unit 28, Monument Park, Chalgrove, OX44 7RW.

You can contact us by post at the above address, by email at [dataprotection@ox365.co.uk](mailto:dataprotection@ox365.co.uk) or by telephone on +44 (0)330 44 55 365.

### What is a cookie?

A cookie is a small file consisting of letters and numbers that we store on your browser or the hard drive of your computer.

First-party cookies: these cookies are set by the website that is being visited by the user at the time.

Third-party cookies: these cookies are set by a domain other than that of the website being visited by the user. If a user visits a website and another entity sets a cookie through that website, this would be a third-party cookie.

Persistent cookies: these cookies remain on a user's device for the period of time specified in the cookie. They are activated each time the user visits the website that created that particular cookie.

Session Cookies: Session cookies are created temporarily. Once you close the browser, all session cookies are deleted. A browser session starts when a user opens the browser window and finishes when they close the browser window.

### What cookies do we use and why?

When you visit our website, strictly necessary (aka 'technical') cookies will be placed on your device. These cookies are required for our website to function correctly.

The cookies used on our website are categorised as follows:

- Strictly necessary
- Performance

'Strictly Necessary' cookies let you move around the website and use essential features like secure areas. Without these cookies, we cannot provide the requested services. If you prevent these cookies, we can't guarantee how the website or the security on the website will perform during your visit.

We use these Strictly Necessary cookies to:

- Distinguish a unique website visitor
- Determine whether a user is logged in or not
- For development purposes with no data being stored
- Unique identifier to store any user specific account options

'Performance' cookies collect information about how you use our website - e.g. which pages you visit and if you experience any errors. These cookies do not collect any information that could identify you and are only used to help us improve how our website works, understand what interests our users and measure how effective our content is.

We use performance cookies to perform:

- Web analytics: Provide anonymous statistics on how our website is used
- Error management: Help us improve the website by measuring any errors that occur.

Some of our performance cookies are managed for us by third parties. However, we don't allow the third party to use the cookies for any purpose other than those listed above.

Some cookies may fulfil more than one of these purposes.

## More information about cookies

Useful information about cookies can be found at:

<http://www.allaboutcookies.org/>

## Updates to this Cookie Policy

We regularly review and, if appropriate, update this Cookie Policy from time to time, and as our website and use of cookies evolves.

We will update the date of this document each time it is changed.