

COOKIE POLICY

For the latest version of this policy please refer to the electronic location below

Policy Number	JL/Group/IG04
Version Number	01
Purpose	This policy: Ensures that all users of Our Website understand what cookies are, why we use them and what happens to any information collected using cookies.
Scope	This policy applies to: All visitors to the Jane Lewis website.
Policy Owner	Kevin Monteith, Director of Risk and Governance & DPO
Policy Ratified	Kevin Monteith, Director of Risk and Governance & DPO on 15/04/2024
Policy Signed Off	Dominic Di-Folco, Chief Information Officer on 17/04/2024
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1 INTRODUCTION

- 1.1 For the purpose of this Cookie Policy, "Jane Lewis" is referred to as "We", "Us" or "Our". By using or accessing Jane Lewis' website (the "Website"), you are consenting to Our use of cookies as outlined below. This policy is to ensure that all users of Our Website understand what cookies are, why we use them and what happens to any information collected using cookies.
- 1.2 When We provide services, We want to make them easy to use, informative and reliable. When accessing Our Website, this sometimes involves placing small amounts of information on your device e.g. computer or mobile phone. These include small files known as cookies.

2 WHAT IS A COOKIE?

- 2.1 Cookies are small pieces of text data sent to an individual user's computer or other website-browsing equipment for record-keeping purposes. When you visit Our Website, we may send cookies to your computer, as this enables Us to collect information about you which can be used to improve services for you by:

Allowing Us to identify your device so you don't have to enter the same information several times during one task.

Identifying your username and password so you don't need to do it for every web page visited.

Calculating how many people are using Our Website, so that we can respond efficiently to any increased volume in users to Our Website.

3 WHAT HAPPENS WHEN COOKIES ARE SENT TO MY DEVICE?

- 3.1 These cookies are stored in the hard drive of your computer. Cookies do not in themselves carry any personal data. They allow the Website to recall significant information that will make the Website easier for you to use. A cookie will often include the name of the domain from which the cookie has originated, how long the cookie will last for, and a randomly generated unique identifier. Some cookies will be used on the Website whether you are

logged into your account or not. Some cookies will expire at the end of a session and are automatically deleted when you close your web browser, these are called session cookies. Other cookies, called persistent cookies, stay in the cookie file of your web browser for much longer. See below for how you can add further controls to how these are stored on your computer.

- 3.2 In order to record how many users are visiting Our Website, We use session cookies that collect the results anonymously and do not store any of your personal data. The information that We collect in this way may include data about how you use the Website, information about your computer (including your IP address and browser type), demographic data and, if you visited the Website by clicking on a link from a different website, the URL of that website. We may also use cookies so that We recall your computer when it is used to return to the Website. This is done to improve your experience on Our Website and make it as personalised as possible. We may associate personal information with a cookie file on those occasions.

4 WHAT ARE FIRST PARTY AND THIRD-PARTY COOKIES?

- 4.1 Cookies can be sent by different parties. If the cookie comes from Our Website, it is a first-party cookie. If it comes from another website, it is a third-party cookie, specifically chosen by Us to provide a service, such as a personalised visit.

5 HOW DO JANE LEWIS USE COOKIES?

- 5.1 We use cookies to enhance and personalise your experience on Our Website. We use cookies for a variety of reasons including those listed below:

Plug-ins that filter out duplicate applications that happen very close together. To do this it creates a one-way encrypted code to identify an application, this can be compared to any subsequent applications made by the same visitor and duplicates eliminated. This code cannot be decrypted to reveal any information and isn't stored, transmitted or processed in any further way.

Cookies that are used when a client or PA logs into the site. Cookies are essential for this feature to work. We record the time/date that the user logged in but nothing more.

6 TRACKING COOKIES

- 6.1 Tracking cookies are small text files that websites save to your browser. They serve various purposes, but their primary function is to collect data about your online activities.

7 GOOGLE ANALYTICS

- 7.1 These are tracking cookies that enable Us to collect results anonymously and do not store any of your personal data. The information that We collect in this way may include data about how you use the Website, information about your computer (including your IP address and browser type), demographic data and, if you visited the Website by clicking on a link from a different website, the URL of that website.

- 7.2 We do not take any data for marketing purposes from Our Website.

8 HOW DO I MANAGE COOKIES IN MY BROWSER?

- 8.1 Although your browser may be set up to allow the creation of cookies, you can specify that you wish to be prompted before a website puts a cookie on your hard drive so that you can decide whether or not to allow it. Alternatively, you can set your computer not to accept any cookies. Please refer to your browser instructions or help screen for information about how to do this. If you disable cookies, you may not have access to certain features that make your experience of the Website more efficient and some of Our services may not function properly. Visitors who disable cookies can still make use of the Website.

8.2 To withdraw consent, you can reject or delete cookies by managing cookies in your browser as described above.

8.3 More information about cookies and data protection can be found on the ICO website. www.ico.org.uk

9 EQUALITY IMPACT STATEMENT

9.1 This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any employee or applicant and it helps to promote equality in our services.

10 DOCUMENT VERSION HISTORY

Version	Description of Revision	Date of Revision
01	New document	17/04/2024