

Cookie Policy

Policy Owner	Robert Roulston
Policy Approver(s)	Kieran McGlade.
Related Policies	NA.
Related Procedures	NA
Storage Location	Dropbox / Causeway / Policies
Effective Date	17/5/2020
Next Review Date	17/5/2021

Purpose

The purpose of this policy is to provide Inish staff and Causeway Users with clear guidance on the way we make use of Cookies within the **Inish Education Technology** Software. Staff need to be aware of the compliance required with this policy and **Inish Education Technology** commitment to comply with the [ICO Guidance on the use of Cookies](#) and the requirements that all reasonable organizational and technical measures are taken to safeguard its data.

Scope

This Cookie Policy (CP) applies to the use of all information collected by **Inish Education Technology** staff (including temporary workers, locums, and staff seconded or contracted from other organizations). All staff should be aware of their legal obligations and internal policy in respect of information handling.

This policy should be a living document that will change as information use changes in the organization.

All employees are expected to have knowledge of at least the portions of this document that are directly related to their role within the organization.

Definitions

What are cookies?

Cookies are simple text files that are stored on a computer or mobile device by a website's server. Each cookie is unique to a web browser. It will contain some anonymous information such as a unique identifier, website's domain name, and some digits and numbers.

What types of cookies do we use?

Necessary cookies

Necessary cookies allow us to offer the best possible experience when accessing and navigating through our website and using its features. For example, these cookies let us recognize that users have created an account and have logged into that account.

Functionality cookies

Functionality cookies let us operate the site in accordance with the choices the users make. For example, we will recognize the username and remember how they customized the site for future visits.

Analytical cookies

These cookies enable us and third-party services to collect aggregated data for statistical purposes on how our users use the website. These cookies do not contain personal information such as names and email addresses and are used to help us improve the user experience of the website.

How to delete cookies?

If a user wants to restrict or block the cookies that are set by our website, they can do so through their browser setting. Alternatively, a user can visit <https://ico.org.uk/for-organisations/guide-to-pecr/cookies-and-similar-technologies/>, which contains general information about cookies and details on how to delete cookies from their device.

Contacting us

If you have any questions about this policy or our use of cookies, please contact us.

Name: Robert Roulston (Data Controller)

Address: 6 Ogles Grove

Phone Number: 078 164 77843

Email: info@inishedtech.com

Revision History

Version ID	Date of Change	Author	Rationale