

# **Cookie Policy**

Effective date: 24th May 2018

This Cookie Policy describes the different types of cookies and similar technologies that may be applied on the Elevate Staffing Limited Site and associated subdomains. Subdomains are as follows:

- Blog.elevate-staffing.com
- Hello.elevate-staffing.com

Elevate Staffing Limited may change this Cookie Policy at any time. Please take a look at the "Effective Date" legend at the top of this page to see when this Cookie Policy was last revised. Any changes in this Cookie Policy will become effective when we make the revised Cookie Policy available on or through the Site.

#### What is a Cookie?

Cookies are text files containing small amounts of information which are downloaded to your device when you visit a Site. Cookies are then sent back to the originating Site on each subsequent visit, or to another Site that recognises that cookie. Cookies are useful because they allow a Site to recognise a user's device. You can find more information about cookies at:

- www.allaboutcookies.org
- www.youronlinechoices.eu

Cookies do lots of different jobs, like letting you navigate between pages efficiently remembering your preferences, and generally improve your website experience. They can also help to ensure that adverts you see online are more relevant to you and your interests. Most Sites you visit will use cookies in order to improve your user experience by enabling that Site to 'remember' you, either for the duration of your visit (using a 'session cookie') or for repeat visits (using a 'persistent cookie').

Cookies may be set by the Site you are visiting ('first party cookies') or they may be set by other Sites who run content on the page you are viewing ('third party cookies').

## Cookies used on this Site

Elevate Staffing ("us"/"our"/"we") uses first party and third party cookies. We use cookies in order to make this Site easier to use, to support the provision of information and functionality to you, as well as to provide us with information about how this Site is used so that we can make sure it is as up to date, relevant and error free as we can. Further information about the types of cookies that are used on this Site is set out in Elevate Staffing's Data Privacy Statement. To the extent any Personal Information is collected through cookies, the Data Privacy Statement applies and compliments this Cookie Policy.



By continuing to browse the Site you are agreeing to our use of cookies and the cookies notice at the top of your browser will disappear. If you block our use of cookies, you may be unable to access certain areas of our Site and certain functions and pages will not work in the usual way. Doing so may also affect our ability to update this Site to cater for user preferences and improve its performance.

## **Strictly Necessary Cookies**

Strictly necessary cookies are essential in order to enable you to move around the Site and use its features and/or services. Without these absolutely necessary cookies, the Site will not perform as smoothly for you as we would like it to and we may not be able to provide the Site with certain services or features.

Cookie name	Description	Expiry Date	1 <sup>st</sup> part or 3 <sup>rd</sup> party
PHPSESSID	A session cookie is required to follow your progress through the website. It is essential to ensure that any information you enter or routes you take are remembered by the website. Without this cookie, every page you visited would treat you as a completely new visitor. This cookie does not identify you personally and is not linked to any other information we store about you.	Cookie is deleted when browser is closed.	1 <sup>st</sup> party
ci_session	A session cookie required to login to the secure area. It only created after validating username/password and not containing any sensitive information like name, email etc.	Cookie is deleted when browser is closed.	1 <sup>st</sup> party

### **Performance Cookies**

Performance cookies collect information about how visitors use a Site; for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies do not collect any information that identifies a visitor. The information that these cookies collect is aggregated and is therefore anonymous. It is only used to improve how a Site works.

Cookie name	Description	Expiry date	1 <sup>st</sup> or 3 <sup>rd</sup> party
_hstc	The main cookie for tracking visitors. It contains the domain, utk (see below), initial timestamp (first visit), last timestamp (last visit), current timestamp (this visit), and session number (increments for each subsequent session).	30 mins	3 <sup>rd</sup> party https://knowledge.hu bspot.com/articles/k cs_article/reports/wh at-cookies-does- hubspot-set-in-a- visitor-s-browser



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hssc	This cookie keeps track of sessions. This is	30 mins	3 <sup>rd</sup> party
	used to determine if we should increment		https://knowledge.hu
	the session number and timestamps in the		bspot.com/articles/k
	hstc cookie. It contains the domain,		cs_article/reports/wh
	viewCount (increments each pageView in		at-cookies-does-
	a session), and session start timestamp		<u>hubspot-set-in-a-</u>
			<u>visitor-s-browser</u>
hssrc	Whenever HubSpot changes the session	None. Session	3 <sup>rd</sup> party
	cookie, this cookie is also set. We set it to	cookie	https://knowledge.hu
	1 and use it to determine if the visitor has		bspot.com/articles/k
	restarted their browser. If this cookie does		cs_article/reports/wh
	not exist when we manage cookies, we		at-cookies-does-
	assume it is a new session.		hubspot-set-in-a-
			visitor-s-browser
hubspotutk	This cookie is used for to keep track of a	10 years	3 <sup>rd</sup> party
	visitor's identity. This cookie is passed to	•	https://knowledge.hu
	HubSpot on form submission and used		bspot.com/articles/k
	when de-duplicating contacts.		cs_article/reports/wh
			at-cookies-does-
			hubspot-set-in-a-
			visitor-s-browser
_ga, _gid	Google Analytics is a web analytics	The longest lasting	3 <sup>rd</sup> party
_8**, _8 **	service provided by Google, Inc.	cookie expires 2	https://policies.googl
	('Google'), to help us see how our website	years after your last	e.com/privacy
	is used. In doing so information about your	visit to the website.	
	use of our website, including your IP	Others are deleted 6	
	address, may be transmitted to Google and	months, 30 minutes	
	stored on servers in the United States. The	and the moment you	
	data collected by Google Analytics is used	close your browser.	
	to analyse how frequently the same people	crose your orowser.	
	revisit the University website, how the		
	website is found (from advertising or		
	referring websites), and which pages are		
	most frequently viewed. This information		
	is combined with data from thousands of		
	other users to create an overall picture of		
	website use, and is never identified		
	individually or personally and is not linked		
	to any other information we store about		
	_		
	you.		



#### **Functional Cookies**

Functional cookies allow this Site to remember choices you make (such as your user name and log in details) and any customisations you make to Site pages during your visit in order to provide enhanced, personalised features. For instance; these cookies can be used to remember changes you have made to text size, fonts and other elements of web pages that can be customised. They may also be used to provide services which you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymous and they cannot track your browsing activity on other Sites.

We do not use functional cookies.

### **Targeting or Advertising Cookies**

Targeting or Advertising cookies are linked to services provided by third parties. The third party provides these services in return for recognising that you have visited our Site. These cookies collect information about your browsing habits on this Site in order to make advertising both on this Site and other Sites you subsequently visit relevant to you and your interests, to limit the number of times those adverts are served to you and to help measure the effectiveness of advertising campaigns.

We do not use targeting or advertising cookies.

#### Managing Cookies in your Browser

In addition to the options provided above, you may refuse or accept cookies from the Site at any time by activating settings on your browser. Information about the procedure to follow in order to enable or disable cookies can be found on your Internet browser provider's site via your help screen. We have also supplied links to several of the more popular browsers for procedures on how to view and disable cookies.

- Google Chrome Browser ☑
- Microsoft Internet Explorer Browser
- Mozilla Firefox Browser ☑
- Apple Safari Browser ☑
- Opera Web Browser ☑

Please be aware that if cookies are disabled, not all features of the Site may operate as intended.

#### How to delete Cookies

For further information on how to delete cookies we recommend that you read the information provided at following link:

http://www.allaboutcookies.org/manage-cookies/clear-cookies-installed.html



#### **Further Information**

You can find more information about cookies by visiting <a href="www.allaboutcookies.org">www.allaboutcookies.org</a> to obtain detailed information on how to prevent cookies from being set on your particular browser. For further information about Google Analytics please see:

Safeguarding your Data.

To opt out of being tracked by Google Analytics across all Sites, visit: <a href="http://tools.google.com/dlpage/gaoptout">http://tools.google.com/dlpage/gaoptout</a>.

If you would like further information about the cookies used in relation to YouTube videos, the YouTube privacy notice, including details about YouTube related cookies, is available at: <a href="https://www.google.co.uk/policies/privacy/">https://www.google.co.uk/policies/privacy/</a>.

If you would like to find out more about advertising networks and affiliate programmes and how cookies are used for these purposes, please visit: <a href="https://www.youronlinechoices.com">www.youronlinechoices.com</a>

This is an information portal which is run by the Internet Advertising Bureau (IAB), the trade association for digital advertising, and will provide you will all the information you need to know about online behavioural advertising and the choices available to you.