



## Cookies – Our Policy

As part of a change in legislation, all websites are now required to provide additional information on what Cookies are, how they are used and what benefits they bring.

It's important that you understand how Cookies work, what they're for, and when they're being used. They're used by almost every website, including our own to improve your online experience.

We want to make sure you're comfortable using them – so you can get the most out of [www.bcarm.co.uk](http://www.bcarm.co.uk) or any of our sites.

The following explains what Cookies are and how we use them.

### What are Cookies?

Cookies are small text files that are sent to and stored on your computer, smartphone or other device used to access the internet, whenever you visit a website. Cookies are useful because they allow a website to recognise the device you are using and display preferences or not display information that isn't relevant to you. You can get more information at <http://www.allaboutcookies.org/>

### How do we use Cookies?

Other than Cookies that allow the systems we provide to work, the only Cookies we use are Analytics. These just tell us that how many people have visited a particular website page in a given period of time, allowing us to monitor activity on the different pages of our website and improve the effectiveness of it for the people using it. So when we change pages and hopefully improve them for the User, this is as a result of the Analytic Cookies.

### What if I don't want Cookies put onto my computer?

If you don't want to use web pages which use Cookies, then you can go straight to our Login page at <https://www.bcarm.co.uk/admin/index.aspx> which does not use Cookies. However, once you login to our systems Cookies are necessary for your use and security.

### Do Cookies mean I could get cold calls or junk mail?

The Analytics Cookies we use don't provide us with any information about who the User is so we never use the data gathered through Cookies to contact you via post, email or phone.

### Can Cookies pass on my personal information to others?

Not the Cookies we use and we don't pass any information on to other parties so that they might contact you. If we were ever to do this we will ask for your specific consent to do so.

### Do Cookies compromise my security when I'm logged on to BCARM?

The Cookies we use are completely safe and secure. In fact, many of them are used purely to provide important security features such as protecting your data and your accounts (for instance closing a password protected area when you leave it).

### How you can manage Cookies?

The browsers of most computers, smartphones and other web-enabled devices are typically set up to accept Cookies. If you wish to change your Cookie preferences for this website or any other websites, you can do so using your browser settings. Your browser's 'help' function will show you how to do this.

However, please remember that Cookies are often used to enable and improve certain functions on our website. If you choose to switch certain Cookies off, it could affect how our website works.

## The Cookies used in our systems

Here is a list of the Cookies we use and what they do.

### BCARM Portal

Name	Type	Expiry	Description
ASP.NET_SessionId	Session	Close of Browser	Required to keep user logged in.
__utma,	Tracking	2 years	These Cookies allow the Google Analytics tool to track usage of the system.
__utmb,	Tracking	30 minutes	
__utmc	Tracking	Close of Browser	
__utmz.	Tracking	6 months	

### Business Continuity Planning

Name	Type	Expiry	Description
ASP.NET_SessionId	Session	Close of Browser	Required to keep user logged in.

### Health & Safety Management

Name	Type	Expiry	Description
ASP.NET_SessionId	Session	Close of Browser	Required to keep user logged in.

### E Learning

Name	Type	Expiry	Description
PHPSESSID	Session	Close of Browser	Required to keep user logged in.
Userid	Session	Close of Browser	Required for user login.
checklisteditor	Persistent	1 hour	Required to log the checklist editing acceptance agreement.
selftesteditor	Persistent	1 hour	Required to log the selftest editing acceptance agreement.

### PPE Manager

Name	Type	Expiry	Description
ASP.NET_SessionId	Session	Close of Browser	Required to keep user logged in.

### Business Law

Name	Type	Expiry	Description
__utma,	Tracking	2 years	These Cookies allow the Google Analytics tool to track usage of the system.
__utmb,	Tracking	30 minutes	
__utmc	Tracking	Close of Browser	
__utmz.	Tracking	6 months	
ASP.NET_SessionId	Session	Close of Browser	Required to identify that it is only the logged in user navigating through their session and that no one is accessing the same session from a different browser
CFID	Session	Close of Browser	
CFTOKEN	Session	Close of Browser	
JSESSIONID	Session	Close of Browser	

### Data Protection Act

Name	Type	Expiry	Description
ASP.NET_SessionId	Session	Close of Browser	Required to keep user logged in.