

## **Cookies on the OfS extranet**

### **What are cookies and why use them?**

A 'Cookie' is a small file of letters and numbers (text) that is downloaded to your computer/device when you visit a website. They are widely used in order to make websites easy to use, useful and reliable as well as to provide information to the owners of the site about how it is being used. We do not use cookies to identify you personally. You can manage how cookies are stored on your computer or device and further guidance is provided at the end of this notice. Some cookies are necessary to enable you to use a website so if you delete these you may find that you lose some functionality.

### **How do we use cookies?**

We use cookies to enable the website features to work as intended and to provide some analytical information about how people interact with our website. Further information about each of the cookies used and the reason for having them may be found below.

### **Website security (Cloud Flare)**

We use Cloudflare cookies so that our security features work properly, including the ability to identify individuals behind a shared IP address and applying security settings.

### **Measuring website usage (Google Analytics)**

We use Google Analytics to collect information about how people use this site. We do this to help us make sure that it is meeting your needs and to understand how we could do it better.

Google Analytics stores information about what pages you visit, how long you are on the site, how you got there and what links you follow. We do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are.

You can opt out of being tracked by Google Analytics by visiting <http://tools.google.com/dlpage/gaoptout>

### **To enable you to use the website (OfS and Tableau)**

These cookies enable you to use the website and do things such as check that you are a recognised user and to enable you to navigate the site and use its features, such as accessing secure areas.

### **How long will cookies stay on your device**

In the table below we have provided a brief explanation about each cookie's purpose and we have also provided a date when the cookie will expire if you do not do anything yourself.

### **A little more information about 'Session Cookies'**

Session cookies are only on your device while you are using the website during a 'session' and their purpose is to remember information about who you are from page to page as you use our site

so you do not have to re-enter information or re-authenticate your identity. The information you provide to login (your email address and a valid password) is used to verify your access and once that is authenticated then a unique anonymised security session cookie is used to prove to the ExtraNet that each time you navigate to a new page that you have been successfully authenticated and can view those pages. The cookie is erased when you close the web browser. These cookies are stored in temporary memory and are not retained after the browser is closed and do not collect information from your device.

Name	Owner	Purpose	Expires
__cfduid	CloudFlare	<p>The __cfduid cookie is used to identify individual clients behind a shared IP address and apply security settings on a per-client basis. It does not correspond to any user ID in your web application, and does not store any personally identifiable information.</p> <p>This cookie is strictly necessary for Cloudflare's security features and cannot be turned off.</p> <p>See <a href="https://support.cloudflare.com/hc/en-us/articles/200170156-What-does-the-Cloudflare-cfduid-cookie-do">https://support.cloudflare.com/hc/en-us/articles/200170156-What-does-the-Cloudflare-cfduid-cookie-do</a></p>	1 year
__utma	Google Analytics	<p>Used to distinguish users and sessions. The cookie is created when the javascript library executes and no existing __utma cookies exists. The cookie is updated every time data is sent to Google Analytics.</p> <p>See <a href="https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage">https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage</a></p>	2 years from set/update
__utmb	Google Analytics	<p>Used to determine new sessions/visits. The cookie is created when the javascript library executes and no existing __utmb cookies exists. The cookie is updated every time data is sent to Google Analytics.</p> <p>See <a href="https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage">https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage</a></p>	30 mins from set/update
__utmt	Google Analytics	This cookie is set by Google Analytics. It is used to throttle the request rate for the service -	10 minutes

		<p>limiting the collection of data on high traffic sites and improving performance.</p> <p>See  <a href="https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage">https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage</a></p>	
__utmz	Google Analytics	<p>Stores the traffic source or campaign that explains how the user reached our site. The cookie is created when the javascript library executes and is updated every time data is sent to Google Analytics.</p> <p>See  <a href="https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage">https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage</a></p>	6 months from set/update
_ga	Google Analytics	<p>This cookie is used to distinguish unique users by assigning a randomly generated number as a client identifier. It is included in each page request in a site and used to calculate visitor, session and campaign data for the site's analytics reports.</p> <p>See  <a href="https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage">https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage</a></p>	2 years
_gat	Google Analytics	<p>This is used to throttle the request rate - limiting the collection of data on high traffic sites and improving performance</p> <p>See  <a href="https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage">https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage</a></p>	1 minute
_gat_gtag_[property_id]	Google Analytics	<p>This GA Tracking ID allows the OfS to create up to 50 different views in Analytics to show us different data in relation to the OfS website.</p> <p>See  <a href="https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage">https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage</a></p>	1 minute
_gid	Google Analytics	<p>Used to distinguish users.</p> <p>See  <a href="https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage">https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage</a></p>	24 hours

ASP.NET_SessionID	OfS	<p>General purpose platform session cookie, used by sites written with Microsoft.NET based technologies. Usually used to maintain an anonymised user session by the server.</p> <p>See <a href="https://cookiepedia.co.uk/cookies/ASP.NET_SessionId">https://cookiepedia.co.uk/cookies/ASP.NET_SessionId</a></p>	Session
Hefce.extranet	OfS	<p>This identifies authenticated users. It is a forms authentication cookie – the container for forms authentication ticket. The ticket is passed as the value of the forms authentication cookie with each request and is used by forms authentication, on the server, to identify an authenticated user.</p> <p>See <a href="https://support.microsoft.com/en-us/help/910443/understanding-the-forms-authentication-ticket-and-cookie">https://support.microsoft.com/en-us/help/910443/understanding-the-forms-authentication-ticket-and-cookie</a></p>	Session
TestCookie	OfS	<p>Empty cookie used to validate if a user has cookies enabled (which are required to access the site).</p>	Session
Hefce.extranet.test.ad min	OfS	<p>This identifies authenticated users. It is a forms authentication cookie - the container for forms authentication ticket. The ticket is passed as the value of the forms authentication cookie with each request and is used by forms authentication, on the server, to identify an authenticated user.</p> <p>See <a href="https://support.microsoft.com/en-us/help/910443/understanding-the-forms-authentication-ticket-and-cookie">https://support.microsoft.com/en-us/help/910443/understanding-the-forms-authentication-ticket-and-cookie</a></p>	Session
Tableau_Locale	Tableau	<p>Where the extranet provides information using an integration with Tableau (<a href="https://www.tableau.com/">https://www.tableau.com/</a>) this cookie selects a language based on your location. If it cannot identify a location it presents the language as English.</p>	Session
Workgroup_Session_id	Tableau	<p>Tableau session ID</p> <p><a href="https://www.tableau.com/">https://www.tableau.com/</a></p>	Session

XSRF-TOKEN	Tableau	Tableau anti Cross-site request (XSS) forgery token <a href="https://www.tableau.com/">https://www.tableau.com/</a>	Session
------------	---------	--	---------

## What happened when I clicked on the cookie banner?

When you clicked on the cookie banner, you gave consent and accepted the cookies that would be placed on your device through your use of the website. You can manage how cookies are stored on your computer or device, as set out below.

## How can I control what cookies are on my computer/device?

Most web browsers allow some control of cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, visit [www.aboutcookies.org/how-to-control-cookies/](http://www.aboutcookies.org/how-to-control-cookies/) or [www.allaboutcookies.org/manage-cookies](http://www.allaboutcookies.org/manage-cookies).

## I would like further information, who do I contact?

If you'd like to learn more about cookies and how to manage them, visit the [ICO website: https://ico.org.uk/your-data-matters/online/cookies/](http://ico.org.uk/your-data-matters/online/cookies/)