

TEMPLATE

COOKIE NOTICE

(Last updated: 9<sup>th</sup> October 2018)

*[TO BE PLACED AT THE BOTTOM OF THE WEBSITE.]*

*THIS COOKIE NOTICE SHOULD BE LOCALIZED AND TAILORED TO THE SPECIFIC WEBSITE ON A CASE BY CASE BASIS IN ORDER TO REFLECT ADDITIONAL OR MORE STRINGENT SPECIFIC NATIONAL REQUIREMENTS IN THE GIVEN COUNTRY.*

*PLEASE NOTE THAT THIS IS A TEMPLATE DOCUMENT WITH FOOTNOTES, COMMENTS AND BRACKETS WHICH SHOULD BE DELETED AFTER LOCALIZATION AND FINALIZATION BEFORE PLACING THIS NOTICE TO THE WEBSITE.<sup>1</sup>*

**USE OF COOKIES**

Our Website may use cookies to distinguish you from other users of our Website. This helps us provide you with a good experience when you are browsing our Website and also allows us to improve our Website.

A cookie is a small file which is sent by our server, and which is stored on the hard disk of your computer. It is usually used to identify an individual when that individual is accessing a Website. It keeps a record of the Website visited and contains a certain amount of information regarding the visit.

We may use the following cookies.

- **Strictly necessary cookies.** These are cookies that are required for the operation of our Website. They include, for example, cookies that enable you to log into secure areas of our Website. This category of cookies cannot be disabled.
- **Analytical/performance cookies.** They allow us to recognize and count the number of visitors and to see how visitors move around our Website when they are using it. This helps us to improve the way our Website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognize you when you return to our Website. This enables us to personalize our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting cookies.** These cookies record your visit to our Website, the pages you have visited and the links you have followed. We will use this information to make our Website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

You can set your preferences and find more information about the individual cookies we use and the purposes for which we use them in the table below:

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<sup>1</sup> This Cookie Notice needs to be completed on a case-by-case basis for each Website. The information obtained through the cookie scans can be used to populate the cookies used, in the various categories as defined in the Cookie Notice. If some of these cookie categories are not used on the Website, you may delete the relevant table. Note, however, you also need to check the protected sections of the Website.

**Strictly Necessary Cookies**

Cookie	Source	Purpose	Expiry
[COOKIE TITLE]	[INSERT SOURCE]	<p>[DESCRIPTION OF THE PURPOSE FOR WHICH THE COOKIE IS USED]</p> <p>This cookie [is essential for our Website to][enables us to]:</p> <ul style="list-style-type: none"> <li>• [Estimate our audience size and usage pattern.]</li> <li>• [Speed up your searches.]</li> <li>• [Recognise you when you return to our Website.]</li> <li>• [OTHER PURPOSES]</li> </ul>	[INSERT TIME OF EXPIRY]

**Analytical/performance cookies**

Cookie	Source	Purpose	Expiry
[COOKIE TITLE]	[INSERT SOURCE]	<p>[DESCRIPTION OF THE PURPOSE FOR WHICH THE COOKIE IS USED]</p> <p>[enables us to]:</p> <ul style="list-style-type: none"> <li>• [Estimate our audience size and usage pattern.]</li> <li>• [OTHER PURPOSES]</li> </ul>	[INSERT TIME OF EXPIRY]

To find out more about how Google handles information collected from Google Analytics, see Google Analytics' privacy policy, which is available here: <https://support.google.com/analytics/answer/6004245>

To opt out of Google Analytics tracking across all websites in general, please visit this website: <http://tools.google.com/dlpage/gaoptout>

**Functionality Cookies<sup>2</sup>**

**[INSERT COOKIE CONSENT MECHANISM - OPT IN]<sup>3</sup>**

Cookie	Source	Purpose	Expiry
[COOKIE TITLE]	[INSERT SOURCE]	[DESCRIPTION OF THE PURPOSE FOR WHICH THE COOKIE IS USED]	[INSERT TIME OF EXPIRY]

<sup>2</sup> If applicable.

<sup>3</sup> Before placing this cookie, consent of the user shall be sought.

		This cookie enables us to: <ul style="list-style-type: none"> <li>• [Recognise you when you return to our Website.]</li> <li>• [OTHER PURPOSES]</li> </ul>	
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**Targeting Cookies<sup>4</sup>**

**[INSERT COOKIE CONSENT MECHANISM - OPT IN]<sup>5</sup>**

Cookie	Source	Purpose	Expiry
[COOKIE TITLE]	[INSERT SOURCE]	[DESCRIPTION OF THE PURPOSE FOR WHICH THE COOKIE IS USED]  This cookie enables us to: <ul style="list-style-type: none"> <li>• [Recognise you when you return to our Website.]</li> <li>• [OTHER PURPOSES]</li> </ul>	[INSERT TIME OF EXPIRY]

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our Website. For more information about cookies and how to disable them please visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

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<sup>4</sup> If applicable.

<sup>5</sup> Before placing this cookie, consent of the user shall be sought.