

# **AEP COOKIE POLICY**

# **Document control summary**

Title	Cookie Policy
Status	Draft
Version	Version 1
Date	May 2018
Approved by	National Executive Committee
Circulated to	All Staff
Review Date	May 2019

# **AEP COOKIE POLICY**

#### Cookies

The AEP website uses cookies to ensure that our website provides its visitors with the best experience it can.

#### **What Are Cookies**

Cookies are small text files that are placed onto your computer by websites you visit. These are used to make websites work, or work more efficiently, as well as to provide information to the owners of the website.

For further information on cookies in general, including how to decline and remove cookies from your browser visit <a href="https://www.aboutcookies.org">www.aboutcookies.org</a>

#### **Cookies Used**

The following table describes the cookies we use on this site, what we use them for and the impact on your experience of using our site if you choose to opt-out from allowing us to set cookies on your machine.

Cookie Name	Feature	Purpose	What will happen if you disable Cookies on this site?	Does the Cookie Persist?	Is the Cookie Essential?
ASP.NET_SessionId	Session	This is automatically created by asp.net and it identifies the current session.	Certain session information wouldn't be recorded and so some elements of the site may not function as expected.	No	No?
ASP.NET_SessionId	Session	As visitors browse and interact with the web site, activity such as completing a form is recorded on the web server and this token allows us to refer to the user session data on the server between pages.  More information:  http://support.microsoft.com/kb/899918	No loss of function but there will be a very minor delay before each page load as authentication would be triggered for every page visited whereas the cookie instantly confirms visitors as anonymous	No	Yes
ASP.NET_SessionId	Decision Tree	Stores the selection state of the decision tree between visits to the page	The Decision Tree state will reset between visits to the page	Yes	No
ASP.NET_SessionId	Locales	Stores the locale (language) preference of the current user if they are not logged in	From v6.5+ there will be no loss of function as locales are maintained through the URL path	Yes	No
AccessKeys	Access Keys	Stores shortcut key preferences between visits	Personal Access Key shortcuts will not be remembered between visits	Yes	No

Cookie Name	Feature	Purpose	What will happen if you disable Cookies on this site?	Does the Cookie Persist?	Is the Cookie Essential?
PortalModuleUserId	Buildportal	Stores portal state for non- logged in users so that if they visit again, portal preferences including portlet positions are remembered.	BuildPortal will reset upon each visit for non- logged in users, for logged in users, their preferences are stored in the database	Yes	No
AllowEasysiteCookie s	Cookie Consent	Stores the consent status of the current user for cookies, only set if they consent	Site will prompt for Cookie Consent upon each visit	Yes	No
OrderID	eShop Order ID	Stores order reference for users before they login	Non-logged in users cannot add items to their basket	No	Yes
InterstitialCookie	Interstitials	Stores whether an interstitial has been viewed / closed so it doesn't reappear for the current user	Interstitials will persist for the current user for those pages that convey them, such as language preference	Yes	No
RememberMe	Remember Me	Stores authentication token between visits so users don't have to login on each visit	Users who wish to access restricted content or services will need to login upon each visit to the site	Yes	No
mobileredirect	Mobile Redirect	Stores mobile device users' preference for either the web or mobile site	Users will be asked upon each visit whether they would prefer to visit the web or mobile optimised site	Yes	No
EasysiteUserHasVot ed	Polling	Stores whether the current user has already voted in the poll, preventing multiple voting	Single users will be able to vote multiple times in online polls	Yes	No
ActiveTab	Tabbed Container	Stores the ID of the Active Tab as selected by the user	Held tab states will be lost between visits to the page	No	No
DONATION_TRACKI NG_CODE	Tracking Codes	Stores tracking code for donations, part of eShop	Donations may not be attributable to specific fundraising campaigns	No	Yes
.DOTNETNUKE	Session	This is used to keep track of the logged in user	The user will not be able to log into the site.	No	Yes
dnn_lsMobile	Mobile	Determines if the site is running in mobile mode.	The site should still generally function	Yes	No
language	Tracking	Tracks the selected language of the user.	On your specific installation, the site will not be affected	Yes	No

Cookie Name	Feature	Purpose	What will happen if you disable Cookies on this site?	Does the Cookie Persist?	Is the Cookie Essential?
.ASPXANONYMOUS	Session	This is automatically created by asp.net anonymous authentication.	The site should still generally function	No	No

#### **Twitter**

Our website uses Twitter to provide you with our AEP updates. The below link provides guidance on how to block cookies:

https://help.twitter.com/en/rules-and-policies/twitter-cookies

# **Browsing Data**

We may use Google Analytics for the following purposes:

Google Analytics Demographics and Interest Reporting. Visitors can opt out of Google Analytics using this browser add-on.

https://tools.google.com/dlpage/gaoptout

# **Further Information and Settings**

The following browsers provide guidance on their websites on how to block cookies:

Internet Explorer support <a href="https://support.microsoft.com/en-gb/help/278835/how-to-delete-cookie-files-in-internet-explorer">https://support.microsoft.com/en-gb/help/278835/how-to-delete-cookie-files-in-internet-explorer</a>

Google Chrome support <a href="https://support.google.com/chrome/answer/95647?hl=en">https://support.google.com/chrome/answer/95647?hl=en</a>

FireFox support <a href="https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer?redirectlocale=en-US&redirectslug=Cookies#w\_cookie-settings">https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer?redirectlocale=en-US&redirectslug=Cookies#w\_cookie-settings</a>

Opera support <a href="http://help.opera.com/Windows/11.60/en/cookies.html">http://help.opera.com/Windows/11.60/en/cookies.html</a>

Safari support <a href="https://support.apple.com/safari">https://support.apple.com/safari</a>