**COOKIE POLICY**

This policy contains important information on how we use cookies on our website.

**Cookies**

Cookies are small text files that are placed on your device by websites that you visit. They are widely used to make websites work or work more efficiently, as well as to provide information to the owners of the website. Some of this information will be aggregated or statistical, which means you will not be identified individually.

**Cookies used on our website**

Our website uses two types of cookies:

1. Required cookies: these enable core functionality of our website, such as security, network management and accessibility. We do not need your permission to place these cookies on your device.
2. Analytics cookies: these help us to improve our website by collecting and reporting information on how you use it. The cookies collect information in a way that does not directly identify anyone. We need your permission to place these cookies on your device. You can withdraw your permission at any time through the cookie control box at the bottom of every page on our website. You may need to refresh the page for the updated settings to take effect.

The table below provides more information about the cookies we use and why:

| **Cookie Name** | **Cookie Description** | **Cookie Classification** | **Cookie Behaviour** |
| --- | --- | --- | --- |
| SAPISID | These cookies are used by Google to display personalized advertisements on Google sites, based on recent searches and previous interactions. | Performance cookie | Persistent cookie, lasts for 2 years |
|  |  |  |  |
| CraftSessionId | maintain sessions across web requests | Performance cookie | Persistent cookie, lasts for 2 years |
| CRAFT\_CSRF\_TOKEN | To facilitate CSRF protection | Performance cookie | expire as soon as the PHP session expires |
| \_ga\_HJ5NW3605M | These cookies are used to deliver ads that are more relevant to you and your interests | Performance cookie | Persistent cookie, lasts for 2 years |
| \_\_gcl\_au | Google Analytics.Used by Google Analytics to track user count of visits to a site, when a first visit was, and a last visit. | Performance cookie | Persistent cookie, lasts for 2 years |
| \_ga\_K9507H2SP0 | Google Analytics.Used by Google Analytics to track exactly when a user visits a site. | Performance cookie | Persistent cookie, lasts for 30 minutes |
| \_ga | Included in each page request in a site and used to calculate visitor, session and campaign data for the site’s user reports. |  | lasts for 2 years |

The above cookies will only be accessed by us and the named third parties for the above purposes and will not be accessed by any other third party.

**How to refuse cookies**

You may be able to change your Internet browser settings so that cookies (including required cookies) are not accepted. If you do this, you may lose some of the functionality of our website.

You can find out how to manage cookies on popular Internet browsers by clicking on the following links:

* [Google Chrome](https://support.google.com/accounts/answer/61416?co=GENIE.Platform%3DDesktop&hl=en)
* [Microsoft Edge](https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy)
* [Mozilla Firefox](https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences)
* [Microsoft Internet Explorer](https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies)
* [Opera](https://www.opera.com/help/tutorials/security/privacy/)
* [Apple Safari](https://support.apple.com/en-gb/safari)

To find information relating to other browsers, please visit the Internet browser developer’s website.

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

**Contact us**

We have appointed a Data Protection Officer (DPO), Daradjeet Jagpal, who ensures that we comply with data protection laws. If you have any questions about this policy or how we hold or use your personal information, please contact the DPO by: e-mail at parkhead-dpo@infolawsolutions.co.uk; telephone on 07482 079 963; or writing to: The Data Protection Officer, Parkhead Housing Association, John Ferguson House, 40 Helenvale Street, Glasgow, G31 4TF.

You can also contact us by: e-mail at email@parkheadha.org.uk; telephone on 0141 556 6226; or writing to: Parkhead Housing Association, John Ferguson House, 40 Helenvale Street, Glasgow, G31 4TF.

If you would like to receive this policy in alternative format, for example, audio, large print or braille, please contact our DPO.

**Updates to this policy**

We may update this policy at any time, and you should check our website occasionally to ensure you are aware of the most recent version that will apply each time you access our website.

Last updated: 21 July 2022