

Changefirst Cookie Policy

Our site uses cookies to distinguish you from other users of our site. This helps us to provide you with a good experience when you browse our site and also allows us to improve our site. We notify you about our use of cookies when you first visit our site, through a notification banner at the bottom of the page. By continuing to browse the site, you are agreeing to our use of cookies.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our site. They include, for example, cookies that enable you to log into secure areas of our site, use a shopping cart or make use of e-billing services.
- **Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our site when they are using it. This helps us to improve the way our site works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our site. This enables us to personalise 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 site, the pages you have visited and the links you have followed. We will use this information to make our site 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 find more information about the individual cookies we use and the purposes for which we use them in the table below:

| Cookie | Expiry | Purpose |
|------------|--------------------------|---|
| Clientid | 1 year from set/update | This cookie retains the client id/portal Id to which the learner is logged in when using e-change. When the session of that learner times out, the portal Id is extracted from this cookie and learner is taken to their specific login page. |
| JSESSIONID | End of browser session | The cookie uniquely identifies each user session. They hold the reference to the session identifier for a given user, and allow the system to know certain states of the session |
| Username | 1 months from set/update | This cookie holds the email address of the user converted to Base64 encoding. It is used for the remember me function and is converted back to the users email address when they return to the login page. |
| __utma | 2 years from set/update | Used to distinguish users and sessions on changefirst.com. 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. |
| __utmb | 30 mins from set/update | Used to determine new sessions/visits on changefirst.com. 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. |
| __utmc | End of browser session | Not used in ga.js. Set for interoperability with urchin.js. Historically, this cookie operated in conjunction with the __utmb cookie to determine whether the user was in a |

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|-----------------|--------------------------|--|
| | | new session/visit. |
| __utmz | 6 months from set/update | Stores the traffic source or campaign that explains how the user reached changefirst.com. The cookie is created when the javascript library executes and is updated every time data is sent to Google Analytics. |
| wow.anonymousID | 2 years from set/update | Used to determine the IP of the company (not the individual person) you are visiting from, on changefirst.com |
| wow.session | 30 mins from set/update | Used to determine new sessions/visits on changefirst.com. The cookie is created when the javascript library executes and no existing wow.session cookies exists. The cookie is updated every time data is sent to Wow Analytics. |

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You 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 site.

Last updated: 7th December 2015