



ET PAYROLL SERVICES COOKIE POLICY

WELCOME TO THE EDWARD THOMAS COOKIE POLICY

February 2024

1. About this cookie notice

- 2.1 This cookie notice provides you with information about how Edward Thomas (“we”, “our”, “us” and “ET”) use cookies on this website to distinguish you from other users. This enables us to provide you with a good experience when you browse our website and also allows us to improve our site.
- 2.2 We have set out in this cookie notice clear and comprehensive information about the cookies we use and the purposes for using those cookies. Except as set out in this policy, our Privacy Policy www.edwardthomaspayroll.co.uk/privacy-policy/ governs our processing of the personal data we collect via cookies.

2. About cookies

- 2.1 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.
- 2.2 Cookies are widely used in order to make websites and applications work, or work more efficiently, and to help them remember certain information about you, either for the duration of your visit (using a “session” cookie) or for repeat visits (using a “persistent” cookie).
- 2.3 Cookies ensure a consistent and efficient experience for visitors, and perform essential functions such as allowing users to register and remain logged in. Cookies may be set by the site that you are visiting (known as “first party cookies”), or by third parties, such as those who serve content or provide advertising or analytics services on the website (“third party cookies”).

3. Types of cookies

- 3.1 We use the following cookies:
 - 3.1.1 Strictly necessary cookies. These are cookies that are required for the operation of this website. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in or filling in forms. You can set your browser to block or alert you about these cookies, but some parts of the site will not then work. These cookies do not store any personally identifiable information.
 - 3.1.2 Analytical or performance cookies. These allow us to recognise and count the number of visitors and to see how visitors move around this website when they are using it. This helps us to improve the way this website works, for example, by ensuring that users are finding what they are looking for easily. All information these cookies collect is aggregated and therefore anonymous. If you do not allow these cookies we will not know when you have visited this website and will not be able to monitor its performance.
 - 3.1.3 Functionality cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you (for example, your choice of language or region). They may be set by us or by third party providers whose services we have added to our pages. If you do not allow these cookies then some or all of these services may not function properly.



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3.1.4 Targeting cookies. These cookies record your visit to our website, the pages you have visited and the links you have followed. They may be set through our website by our advertising partners and may be used by those companies to build a profile of your interests and show you relevant adverts on other sites. They do not store directly personal information, but are based on uniquely identifying your browser and internet device. If you do not allow these cookies, you will experience less targeted advertising.

3.2 Please note that third-parties may also use cookies, over which we have no control. These third parties may include, for example, advertising networks and providers of external services like web traffic analysis services. These third-party cookies are likely to be analytical cookies or performance cookies or targeting cookies. To deactivate the use of third-party advertising cookies, please delete them through your browser.

3.2 The table below provides more information about the individual cookies we use and the purposes for which we use them. Please note that the cookies and other technologies may change over time.

3.3 Except for essential cookies, all cookies will expire as listed in the below.

Cookie	Type	Description	Duration
_gcl_au	Analytics	Provided by Google Tag Manager to experiment advertisement efficiency of websites using their services.	3 months
_ga	Analytics	The _ga cookie, installed by Google Analytics, calculates visitor, session and campaign data and also keeps track of site usage for the site's analytics report. The cookie stores information anonymously and assigns a randomly generated number to recognize unique visitors.	2 years
_gid	Analytics	Installed by Google Analytics, _gid cookie stores information on how visitors use a website, while also creating an analytics report of the website's performance. Some of the data that are collected include the number of visitors, their source, and the pages they visit anonymously.	
PHPSESSID	Necessary	This cookie is native to PHP applications. The cookie is used to store and identify a users' unique session ID for the purpose of managing user session on the website. The cookie is a session cookies and is deleted when all the browser windows are closed.	session
_gat	Performance	This cookie is installed by Google Universal Analytics to restrain request rate and thus limit the collection of data on high traffic sites.	1 minute



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4 Disabling or deleting cookies

- 4.1 If you no longer want cookies to be stored on your device, you can withdraw your consent at any time by adjusting your browser settings, so that your browser refuses all cookies or the cookies from third parties. You can also delete the cookies that have already been placed on your device.
- 4.2 If the cookies are disabled, this website will continue to work. However, some parts of this website might not work when cookies are disabled, and you may not be able to access all or part of this website. Moreover, disabling cookies does not mean that you will no longer see advertisements. This only means that advertisements will not be adjusted to your interests or that they will be repeated more often. If you want to disable cookies from specific parties, you can do so via **www.youronlinechoices.com**.
- 4.3 How you manage your cookie settings, including deletion, may differ per browser. Please use the "Help" function in your browser.
- 4.4 If you need more information about your rights in relation to any processing of your personal data based on cookies, please see our Privacy Policy. You can find the link under paragraph 1.2 of this cookie notice.

5 Contact details

Questions or complaints regarding the use of cookies or this cookie notice can be directed to us by using the contact information provided below:

Full name of legal entity: **Edward Thomas**
Ground Floor
65 High Street
Egham
Surrey
TW20 9EY

Email address: **DPO@edwardthomascontractors.co.uk**

6 Updates to this cookie notice

- 6.1 We may update this cookie notice from time to time. We will publish an up-to-date cookie notice on this website at all times, indicating the latest amendments.
- 6.2 This version was last updated on 1st February 2024.