Cookie Policy

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SR Supply Chain Consultants Limited | Parkside House, 190-192 Wigan Road, Euxton, Chorley, Lancashire, PR7 6JW

owner: IT Manager

2023

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| Last Review Date: | 30.10.2023 |
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| Author: | Sophie Forshaw |
| Signed: | S.Forshaw |
| Position: | IT Manager |
| Approved by: | Susan Rashid |
| Signed: | A signature on a white background  Description automatically generated |
| Position: | CEO |

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# **Policy Summary**

Our website uses cookies and by using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

# **Credit**

This document was created using a template from SEQ Legal ([http://www.seqlegal.com](http://www.seqlegal.com/)).

# **About cookies**

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

Cookies may be either “persistent” cookies or “session” cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

Web servers can use cookies to identify and track users as they navigate different pages on a website and identify users returning to a website.

# **Our cookies**

We use both session cookies and persistent cookies on our website. The cookies that we use on our website, and the purposes for which they are used, are set out below:

(a) we use cookies on this website to (1) recognise a computer when a user visits our website (2) track users as they navigate the website (3) improve the website’s usability (4) administer the website (5) prevent fraud and improve the security of the website (6) personalise the website for each user (7) facilitate the use of our website search engine (8) improve user experience

# **Analytics cookies**

We use Google Analytics to analyse the use of our website. Our analytics service provider generates statistical and other information about website use by means of cookies. The analytics cookies used by our website have the following names: [\_ga, \_gat, \_\_utma, \_\_utmt, \_\_utmb, \_\_utmc, \_\_utmz and \_\_utmv].

The information generated relating to our website is used to create reports about the use of our website. Our analytics service provider’s privacy policy is available at: [http://www.google.com/policies/privacy/].

# **Third party cookies**

Our website does not use third party cookies.

# **Blocking cookies**

Most browsers allow you to refuse to accept cookies, for example:

(a) in Internet Explorer (version 11) you can block cookies using the cookie handling override settings available by clicking “Tools”, “Internet Options”, “Privacy” and then “Advanced”.

(b) in Firefox (version 47) you can block all cookies by clicking “Tools”, “Options”, “Privacy”, selecting “Use custom settings for history” from the drop-down menu, and unticking “Accept cookies from sites”; and

(c) in Chrome (version 52), you can block all cookies by accessing the “Customise and control” menu, and clicking “Settings”, “Show advanced settings” and “Content settings”, and then selecting “Block sites from setting any data” under the “Cookies” heading.

# **Deleting cookies**

You can delete cookies already stored on your computer, for example:

(a) in Internet Explorer (version 11), you must manually delete cookie files (you can find instructions for doing so at <http://windows.microsoft.com/en-gb/internet-explorer/delete-manage-cookies#ie=ie-11>);

(b) in Firefox (version 47), you can delete cookies by clicking “Tools”, “Options” and “Privacy”, then selecting “Use custom settings for history” from the drop-down menu, clicking “Show Cookies”, and then clicking “Remove All Cookies”; and

(c) in Chrome (version 52), you can delete all cookies by accessing the “Customise and control” menu, and clicking “Settings”, “Show advanced settings” and “Clear browsing data”, and then selecting “Cookies and other site and plug-in data” before clicking “Clear browsing data”.

Deleting cookies will have a negative impact on the usability of many websites.

# **Our details**

This website is owned and operated by SR Supply Chain Consultants Ltd. We are registered in England under registration number 6396769 and our registered office and principal place of business is at 190-192 Wigan Road, Euxton, Chorley, Preston PR7

You can contact us:

(a) by post, using the postal address given above.

(b)<https://www.srscc.co.uk/contact-us>

(c) by telephone on 01772 282555

(d) by email [info@srscc.co.uk](mailto:info@srscc.co.uk)

# **Commitment**

At SRSCC, we are dedicated to upholding the highest standards of quality and ensuring the effective implementation of the following policy:

We commit ourselves to the principles, goals, and objectives set forth in this policy, and we will actively work towards its successful implementation. As an organisation, we recognise the importance of aligning our actions with the policy's provisions to achieve the desired outcomes. Our commitment includes:

* Compliance: We will diligently adhere to all the guidelines, procedures, and regulations outlined in the policy. We will ensure that our actions are consistent with the intended spirit and objectives of the policy.
* Responsibility: We acknowledge our roles and responsibilities in implementing the policy. Each member of our organisation will be aware of their specific duties and contribute to the successful execution of the policy.
* Resources: We will allocate the necessary resources, to support the implementation of the policy. We understand that adequate resources are essential for its effective execution.
* Timelines: We will establish clear timelines and milestones to ensure timely progress towards the policy's objectives. We will regularly review and assess our progress to stay on track and make adjustments as needed.
* Reporting and Monitoring: We will establish robust reporting and monitoring mechanisms to track our performance and measure the outcomes of the policy. We will provide timely and accurate reports to relevant regulatory bodies and internal teams as required.
* Continuous Improvement: We are committed to continuously improving our processes, systems, and practices to enhance the effectiveness of the policy's implementation. We will actively seek feedback, identify areas for improvement, and implement necessary changes to achieve better results.
* Training and Awareness: We will invest in training programmes and initiatives to ensure that all our staff members are aware of the policy, its objectives, and their individual responsibilities. We will foster a culture of awareness and understanding to promote policy adherence throughout the organisation.

We recognise that upholding the quality and successful implementation of this policy requires the collective effort and commitment of every individual within our organisation. By adhering to this commitment statement, we aim to create a culture of excellence, accountability, and continuous improvement.

# **Responsibilities**

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| **Responsibilities** | **Details** |
| *Governors* | Responsible for providing oversight and ensuring that the organisation complies with all relevant laws and regulations, including data protection and privacy laws. |
| *Senior Leadership Team* | It is their role to ensure that the policy is effectively communicated to all employees and that a culture of data protection and privacy is maintained within the organisation. |
| *SRSCC Managers* | SRSCC managers play a crucial role in ensuring that their respective departments or teams comply with the organisation's cookie policy |
| *SRSCC Employees* | All employees are responsible for complying with the organisation's cookie policy, especially in their day-to-day activities related to data processing and the use of cookies. |

# **Monitoring and Review**

At SRSCC, we understand the importance of monitoring and reviewing our policies to ensure their effectiveness and relevance. We are committed to conducting regular assessments and making necessary adjustments to achieve the desired outcomes. This Monitoring and Review Statement outlines our approach to monitoring and reviewing the Cookie Policy.

## **Monitoring**

We will establish a comprehensive monitoring framework to track the implementation of the policy. This will involve regular data collection, analysis, and evaluation of key performance indicators (KPIs) related to the policy's objectives. The monitoring process will include:

* Data Collection: We will gather relevant data and information to assess the progress, impact, and compliance related to the policy.
* Analysis: We will analyse the collected data to identify trends, strengths, weaknesses, and areas for improvement. We will use this analysis to inform decision-making and guide policy adjustments, if necessary.
* Evaluation: We will evaluate the impact and effectiveness of the policy by comparing the achieved results against the desired intent and implementation.

## **Review**

We are committed to conducting periodic reviews of the Cookie Policy to ensure its ongoing relevance and alignment with organisational goals. The review process will involve:

* Review Period: Initially, the review period for this policy will be set at annually.However, we acknowledge that circumstances may change, and it may be necessary to alter the review period based on evolving needs or external factors.
* Stakeholder Involvement: We will actively involve relevant stakeholders, including employees, managers, and external experts, in the review process. Their insights and feedback will contribute to a comprehensive evaluation of the policy's performance.
* Communication: We will ensure effective communication of any policy changes resulting from the review process. This will include notifying relevant stakeholders, providing updated documentation, and facilitating necessary training or awareness initiatives while taking into consideration SRSCC’s communications strategy.

By implementing a robust monitoring and review process, we aim to continuously improve the effectiveness of the Cookie Policy. We are committed to maintaining its relevance, ensuring compliance, and driving positive outcomes for our organisation and stakeholders.

# **Document Update**

This section outlines any fundamental updates to this policy.

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| **Date of Update** | **Update** | **Person Responsible** | **Impact** |
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