

## COOKIE NOTICE

### 1 Who we are

We are Sue Stevenson, trading as HRBureau (**HRBureau**), a sole trader operating from The Old Hall, Carsethorn, Dumfries & Galloway, DG2 8DS.

### 2 Cookie Notice

This Cookie Notice was last updated on 21 June 2018.

### 3 Information about our use of cookies

Our website ([www.hrbureau.co.uk](http://www.hrbureau.co.uk) or any other domain name registered in our name) uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. 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 website. They include, for example, cookies that enable you to log into secure areas of our website, 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 website when they are using it. This helps us to improve the way our website 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 website. 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 website, the pages you have visited and the links you have followed. We will use this information to make our website 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	Purpose	More information	Expiry
_ga	Analytical/Performance Cookie  Examples of purposes for which a cookie may be used:	<a href="https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage">https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage</a>  These cookies are used for	Up to 2 years

	<p>This cookie enables us to:</p> <p>(a) Estimate our audience size and usage pattern.</p> <p>(b) Collect anonymous data about how our users use our website.</p>	<p>statistical purposes only.</p>	
_gat	<p>Analytical/Performance Cookie</p> <p>Examples of purposes for which a cookie may be used:</p> <p>This cookie is used for:</p> <p>(a) Limiting the number of requests made to doubleclick.net.</p> <p>(b) To throttle request rate.</p>	<p><a href="https://developers.google.com/analytics/devguides/collection/analyticsjs/display-features">https://developers.google.com/analytics/devguides/collection/analyticsjs/display-features</a></p> <p>The plugin sends a request to stats.g.doubleclick.net that is used to enable advertising features. The plugin creates a new cookie named _gat that has a one minute timeout. This cookie does not store any user information; it's just used to limit the number of requests that have to be made to doubleclick.net.</p>	Up to 1 minute
_gid	<p>Analytical/Performance Cookie</p> <p>Examples of purposes for which a cookie may be used:</p> <p>This cookie enables us to:</p> <p>(a) Distinguish individual users.</p> <p>(b) Collect anonymous data about how our users use the website.</p>	<p><a href="https://developers.google.com/analytics/devguides/collection/gtagjs/cookie-usage">https://developers.google.com/analytics/devguides/collection/gtagjs/cookie-usage</a></p>	Up to 1 day

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.

#### 4 **Managing cookies**

You can 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.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

#### 5 **Other Information**

We also use analytic services to help us understand how effective our content is, what interests our users have, and to improve how this website works. In addition, we use web beacons or tracking pixels to count visitor number and performance cookies to track how many individual users access this website and how often.

This information is used for statistical purposes only and we do not use such information to personally identify any user.

#### 6 **Data Protection**

For more information, please see our Privacy Notice.

