

## **Appointee Services Ltd - Cookie Policy**

Welcome to Appointee Services Ltd's ("name", "we", "us", "our") cookie policy.

Our website 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.

If you have any questions about this policy, please contact our data privacy team as follows:

Email: Kelly@kpmaccounts.co.uk

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/Essential 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 or performance cookies.** These 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).

### **Third Party Cookies**

We use Google Analytics on our website. This is a third party cookie operated by Google. More details are provided in the list of cookies below. Click on this link to view [Google's Privacy Policy](#). To opt out of being tracked by Google Analytics across all websites, please visit the [Google Opt Out page](#).

You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

### **Cookie table**

<b>Cookie Title</b> <b>Cookie Name</b>	<b>Purpose and whether the cookie is 'strictly necessary'.</b>	<b>Duration</b>
wordpress_[hash]:	Upon logging in, WordPress uses the wordpress_[hash] cookie to store your authentication information. This particular cookie is limited to the Administration screen, specifically to	15 Days

	the /wp-admin/ page. <b>Not Strictly Necessary for non admin users</b>	
wordpress_logged_in_[hash]	When a visitor log in, WordPress establishes the wordpress_logged_in_[hash] cookie. This cookie serves the purpose of indicating your logged-in status and identifying your user identity for most interactions within the interface. <b>Not Strictly Necessary for non admin users</b>	15 Days
wp-settings-{time}-[UID]	The numerical value at the end represents your unique user ID from the users' database table. These cookies are used to personalize the admin interface and influence the appearance of the main site interface. <b>Not Strictly Necessary for non admin users</b>	15 Days
comment_author_{HASH}		1 Year
comment_author_email_{HASH}	Stores the author name of the commenter <b>Not required if comments are not used</b>	1 Year
comment_author_url_{HASH}	Stores the email address of the commenter <b>Not required if comments are not used</b>	1 Year
_wpfuid	Stores the website URLs of the commenter <b>Not required if comments are not used</b>	1 Year
	This cookie is used by the WPForms WordPress plugin. The cookie is used to connect entries by the same user and is used for some additional	

__utma	<p>features like the Form Abandonment addon. <b>Necessary for end user to be able to track back their form submission</b></p>	1 Year
__utmc	<p>This cookie is set by Google Analytics and is used to distinguish users and sessions. The cookie is created when the JavaScript library executes and there are no existing __utma cookies. The cookie is updated every time data is sent to Google Analytics. <b>This is a Performance cookie with anonymised data</b></p>	1 Year
__utmz	<p>The cookie is set by Google Analytics and is deleted when the user closes the browser. The cookie is not used by ga.js. The cookie is used to enable interoperability with urchin.js which is an older version of Google analytics and used in conjunction with the __utmb cookie to determine new sessions/visits. <b>This is a Performance cookie with anonymised data</b></p>	1 Year
__utmt	<p>This cookie is set by Google analytics and is used to store the traffic source or campaign through which the visitor reached your site. <b>This is a Performance cookie with anonymised data</b></p>	1 Year
__utmb	<p>The cookie is set by Google Analytics and is used to throttle request rate. <b>This is a Performance cookie with anonymised data</b></p>	1 Year

	<p>The cookie is set by Google Analytics. The cookie is used to determine new sessions/visits. The cookie is created when the JavaScript library executes and there are no existing __utma cookies. The cookie is updated every time data is sent to Google Analytics.</p> <p><b>This is a Performance cookie with anonymised data</b></p>	
--	--	--

## Consent and Control

Before Cookies are placed on your computer or device, you will be shown pop up requesting your consent to set those cookies. By giving your consent to the placing of cookies you are enabling us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of cookies unless those cookies are strictly necessary; however certain features of our website may not function fully or as intended. You can return to your cookie preferences to review and/or change them at any time by adjusting your cookie settings.

In addition to the controls that we provide, you can choose to enable or disable cookies in your internet browser. Alternatively, most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org), or use the "Help" function within your browser.

## Changes to this Cookie Policy

We may alter this cookie policy at any time. Any such changes will become binding on you on your first use of our website after the changes have been made. You are therefore advised to check this page from time to time.

In the event of any conflict between the current version of this cookie policy and any previous version(s), the provisions current and in effect shall prevail unless it is expressly stated otherwise.

**Last updated August 2024**