Contents

1.   DEFFINITIONS

The GDPR Regulation	Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016
The Company	Canal Engineering Ltd
Us	Canal Engineering Ltd
PECR	The Privacy and Electronic Communications (EC Directive) Regulations 2003
e-privacy Directive'	Directive 2002/58/EC of the European Parliament And Of The Council of 12 July 2002 - concerning the processing of personal data and the protection of privacy in the electronic communications sector (Directive on privacy and electronic communications)
We	Canal Engineering Ltd
Our	Belonging to Canal Engineering Ltd

2.   INTRODUCTION

➢ Both GDPR and PECR address the use of cookies that track information about people accessing a website or other electronic service. GDPR does not replace PECR, although it changes the underlying definition of consent for cookies.

➢ Our cookie policy is designed to comply with GDPR and PECR

➢ Our website uses cookies to distinguish you from other users of our website. We are committed to protecting any data that we collect concerning you. We collect the minimum amount of information about you that is commensurate with providing you with a satisfactory service. This Policy indicates the type of processes that may result in data being collected about you.

➢ Because we respect your right to privacy, you can choose to Manage Cookie Preferences to prevent non-essential cookies being set.

3.   WHAT ARE COOKIES?

➢ Cookies are small encrypted text files that are stored on your computer, tablet or smartphone. These cookies are designed to allow our website to recognise its users on subsequent visits, or to authorise other designated websites to recognise these users for a particular purpose.

➢ There are several types of cookie and they have different functions or uses which make your experience of the internet much smoother and more interactive. For example, they are used to remember your preferences on sites you visit often, to remember your user ID and the contents of your shopping baskets, and to help you navigate between pages more efficiently.

➢ As detailed in Recital 30 and Recital 26 of the EU General Data Protection Regulations (GDPR) Information collected by cookies is now classed as personal data as it can identify individuals by their electronic device.

	Cookie Policy
Authorised: D Hulett	13th March 2018

Level 2 GDPR Policy	02-GDPR-086	Issue 1
Last Revision: 13th March 2018	Last Review: 31st May 2018	Next Review: 31st May 2019

4. TYPES OF COOKIES?

➢ The main two types of cookies widely used are.

4.1 SESSION COOKIES

➢ These cookies are temporary and only used during a web browsing session. The cookies start as soon as browsing window is opened and end as soon as the window is closed.
➢ They allow the website to remember and link user's actions such as remembering which items have been placed into the online shopping basket.

4.2 PERSISTENT COOKIES

➢ These cookies remain on the users browsing device for a set period after the browsing session has ended. These cookies will remain on the device until the set expiry date is reached or until the device owner deletes them.
➢ Persistent cookies allow the website to collect and remember user behaviours and preferences.

5. FUNCTIONS OF COOKIES?

➢ Broadly speaking, cookies have four main functions:

5.1 STRICTLY NECESSARY COOKIES

➢ These cookies enable web site users to navigate around the web site and use the functions of the site such as setting account and login details and using shopping baskets.
➢ As a result these are the only cookies that cannot be disabled on a website by the user.
➢ They are usually set as a response to user activities such as creating accounts or placing items in a shopping basket.
➢ These cookies do not gather information about the user for marketing purposes.

5.2 PERFORMANCE COOKIES

➢ Performance cookies are session cookies that are used to allow the website owner to assess the performance of the website and make improvements to it.
➢ They collect information such as:
- How many people have visited the website?
- When are the most popular browsing times?
- What are the most and least popular pages in the website?

➢ They cookies just collect statistical data and are not used to collect personal information about the website user.
➢ This type of cookie can usually be disabled on a website by the user.

5.3 FUNCTIONAL COOKIES

➢ Functional cookies allow website users to make customised choices to their website browsing and then remember those choices the next time the user visits the website.
➢ These cookies allow regional, language and currency settings to be saved to provide a more personal service to the user.
➢ This type of cookie can usually be disabled on a website by the user.

5.4 ADVERTISING AND TARGETING COOKIES

➢ These cookies are used to deliver advertising targeted at the user based on the user's web behaviour and shopping history. Effectively they build a profile of the user's interests.
➢ Quite often the cookies are set by third parties with the permission of the website owner. Advertisers also use these cookies to restrict the number of times a user will see specific adverts.
➢ This type of cookie can usually be disabled on a website by the user.

6. WHAT COOKIES ARE USED ON THIS WEBSITE?

➢ The cookies used on this website can be grouped into the following categories:

6.1 STRICTLY NECESSARY

➢ Some of the cookies on our website are necessary for us to be able to provide you with a service you have requested.
➢ An example of this would be a cookie used to enable you to log into your account on the website or which allows communication between your browser and the website.

6.2 PERFORMANCE

➢ We use Google Analytics cookies to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site.
➢ The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

6.3 FUNCTIONAL

➢ Social Sharing – We use cookies to allow you to share content directly on the social networking/sharing sites like Facebook, Twitter or Google+.
➢ Examples would be if you wanted to "like" or "tweet" about a business or product advertised on our website.

7. MANAGING COOKIES ON OUR SITE AND YOUR WEB BROWSER

➢ Please be aware that disabling or deleting cookies may impact the functionality of this website.

7.1 MANAGING COOKIES ON OUR WEBSITE

➢ When you first visit our website, our Cookie Consent Banner will ask you to give consent to the different categories of cookies being placed on your device.
➢ You may still use our website if you choose to not give consent to most of the cookie types.
➢ However, "Strictly Necessary" cookies must be accepted for the site to operate.
➢ If, at any time, you wish to alter your preferences and prevent cookies being placed on your browsing device please select Manage Cookie Preferences and make the necessary changes to your cookie consent.
➢ Once again, please note that it is not possible to withdraw consent for cookies categorised as strictly necessary. These cookies are essential to the operation of the website.

7.2 MANAGING COOKIES ON YOUR WEB BROWSER

➢ Most modern web browsers allow users to manage cookies in terms of allowing, rejecting and deleting cookies.
➢ Below is information on how to manage cookies for the most popular internet browsers.
➢ If your browser is not listed, please visit the browsers home page.
➢ Please note that we are not responsible for the privacy and security on browser sites visited

7.2.1 Google Chrome

1. Click on the chrome menu.
2. Select **settings**.
3. Click **+ Show advanced settings** at the bottom of the page
4. Under the Privacy section click the **Content settings** button
5. In the Cookies section you are able to change the settings, such as allow cookies, remove all cookies, block third party cookies.

➢ Further, more detailed instructions are available here:
   http://support.google.com/chrome/bin/answer.py?hl=en-GB&answer=95647

7.2.2 Internet explorer 8, 9 and 10

1. Select the Tools menu (ALT-X)
2. Select **Internet Options**
3. Click the **Privacy** tab
4. Move the slider to choose your preferred settings.
5. For more specialised settings click on the **Advanced** button, check the **Override cookie handling** checkbox and modify the settings to suit your requirements.

	Cookie Policy	
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> Further instruction are available here:
> http://windows.microsoft.com/en-us/internet-explorer/delete-manage-cookies#ie=ie-10

7.2.3 Mozilla Firefox

1. Select **Options**
2. Click the **Privacy** tab
3. To clear cookies, select the remove individual cookies link.
4. To amend the cookie settings, change the **Firefox will** dropdown in the History section to **Use custom settings for history**.

> Further instructions are available here:
> http://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences

7.2.4 Safari

1. Choose Safari settings menu
2. Select **Preferences**
3. Click the **Privacy** tab.
4. In the Block cookies section, specify whether the browser should accept or reject cookies from websites.
5. If you want to see which websites store cookies on your computer, click **Details**.

> If you set Safari to block cookies, you may need to temporarily accept cookies to open a page. Repeat the above steps, selecting Never in the "Block cookies" section. When you're done with the page, block cookies again, and then remove the page's cookies.

> Further details are available here:
> http://support.apple.com/kb/PH11913

7.2.5 Opera

1. Click on the "Tools" menu.
2. Click **Preferences**...
3. **Change** to the Advanced tab, and to the **cookie** section.
4. Select "Accept **cookies** only from the site I visit" or "Accept **cookies**".
5. Ensure "Delete new **cookies** when exiting **Opera**" is not ticked.
6. Click OK.

> Further details are available here:
> https://www.timeanddate.com/custom/cookiesopera.html

7.2.6 Safari iOS

1. To alter cookie preferences, tap "Settings" > "Safari"
2. Scroll down to "Privacy and Security"
3. Select preferences
4. To clear history and cookies, tap "Settings" > "Safari" > "Clear History and Website Data". Clearing your history, cookies, and browsing data from Safari won't change your AutoFill information.
5. To clear your cookies and keep your history, tap Settings > Safari > Advanced > Website Data > Remove All Website Data.
6. To visit sites without leaving a history, turn private browsing on or off.
7. To block all cookies, tap Settings > Safari > Block All Cookies.

➢ Further details are available here:
https://support.apple.com/en-gb/HT201265

7.2.7 Android

1. Open the browser and click the **Menu** button on your phone.
2. Tap the **More** option.
3. Tap **Settings**
4. Scroll down to the **Privacy settings** section and tap the **Clear cache** option.
5. Tap **OK** when prompted.
6. Now tap the **Clear all cookie data** option (at this stage you can also remove consent for cookies to be saved on your android device).
7. Again, tap **OK**

➢ Further details are available here:
https://www.simplehelp.net/2011/07/31/how-to-clear-the-cache-and-cookies-from-your-android-phone/

8.   REVISIONS

Date	Pages / Sections	Issue Status	Amendment Details
13th March 2018	All	Issue 1	First issue of Policy