

## General Data Protection Regulation (GDPR) Cookies Policy

This Cookies Policy applies to the website <http://russellgroup.ac.uk/> (the "Site") which is run by The Russell Group of Universities ("The Russell Group"), a company registered in England and Wales under company number 06086902 whose registered address is Kett House, Station Road, Cambridge, CB1 2JY.

This Cookies Policy explains how we use cookies and other similar technologies to collect information about the way you use the Site.

### 1. HR related data

- 1.1 Data relating to current employees will be retained while they are in employment and for 6 years post-employment. Data for former staff will be deleted after 6 years unless there is a legitimate basis to retain this. A permanent record will be kept of the former staff members' names, start and end dates, job titles, and the dates of any internal promotions.

### 2. What are cookies?

- 2.1 As is common practice with almost all professional websites this site uses cookies, which are tiny, often encrypted, text files that are used by websites to perform certain functions.

### 3. How do we use cookies?

- 3.1 Information supplied to us using cookies helps us to analyse the profile of our visitors and provide you with a better online experience.
- 3.2 When you submit data through a form, such as those found on contact pages or comment forms, cookies may be set to remember your user details for future correspondence.
- 3.3 We use cookies to track how you use our Site by providing usage statistics on things such as how long you spend on the Site and the pages that you visit. Cookies are also used to serve advertisements to you based upon your browsing history and previous visits to the Site.
- 3.4 Whilst this information on its own does not usually constitute your personal information (see our [Privacy Notice](#) for further detail on how we process such information in this regard), we may combine the information we collect by cookies with your personal information that we have collected from you in order to learn more about how you use the Site, improve our services and continue to produce engaging content.

A full list of cookies and how we use them can be found below in the section "Cookies we use".

## 4. Disabling Cookies

- 4.1 You can control, block or restrict cookies by adjusting the settings on your browser (see your browser's "Help" section for how to do this). All cookies are browser specific. Therefore, if you use multiple browsers or devices to access websites, you will need to manage your cookie preferences across all of these elements.
- 4.2 There are also several online resources that can give you more information on cookies and how you can control them within a variety of different web browsers. You can visit either <http://www.aboutcookies.org> or <http://www.allaboutcookies.org> for more information.
- 4.3 If you are using a mobile device to access the Sites, you will need to refer to your handset instruction manual or other help/settings resource in order to find out how you can control cookies on your particular device.
- 4.4 Be aware that disabling cookies will affect the functionality while on the Site and many other websites that you visit.

## 5. Cookies we use

- 5.1 We use both **session cookies** (which expire once you close your web browser) and **persistent cookies** (which stay on your device until you delete them).
- 5.2 We have grouped our cookies into the following categories, to make it easier for you to understand why we need them:
  - (a) **Functionality**: these cookies enable technical performance of our websites and allow us to 'remember' the choices you make and your preferences.
  - (b) **Performance/Analytical**: these cookies allow us to collect certain information about how you navigate the Sites. They help us to understand which parts of our websites are interesting to you and which are not as well as what we can do to improve them.
  - (c) **Social Media Sharing**: these cookies are included to give visitors the option to recommend our website content on social networks

## 6. Cookies set by third-party sites

- 6.1 To enhance our content and to deliver a more enriching online experience for our users, we sometimes embed images and videos from other websites on the Site.
- 6.2 We currently use and may in future use content from sites such as Facebook, LinkedIn and Twitter. You may be presented with cookies from these third-party websites. Please note that we do not control the dissemination of these cookies and you should consult the relevant third-party website for information on how these cookies are used and how you can control them.
- 6.3 This site uses Google Analytics cookies to help us to understand how you use the Site and ways that we can improve your experience. For more information on Google Analytics cookies, see the official Google Analytics page

## 7. Social Sharing

- 7.1 We may also embed social sharing icons throughout our websites. These sharing options are designed to enable users to easily share our content with their friends using a variety of different social networks. These social sharing sites may set a cookie when you are logged into their service. Please note that we do not control the dissemination of these cookies and you should consult the relevant third-party website for information on how these cookies are used and how you can control them.

## **8. Updates to this Cookies Policy**

- 8.1 This Cookies Policy may be updated regularly as and when new cookies are implemented, or existing cookies removed. If necessary, we will draw the changes to your attention when you next visit the Site.
- 8.2 We may also update this Cookies Policy based upon cookie best practices and both UK and EU legal requirements.
- 8.3 You are encouraged to check back here in order to keep up-to-date with the latest version of this Cookies Policy.

## **9. More Information**

- 9.1 Should you have any queries or require more information, you can contact us here.

22 May 2018