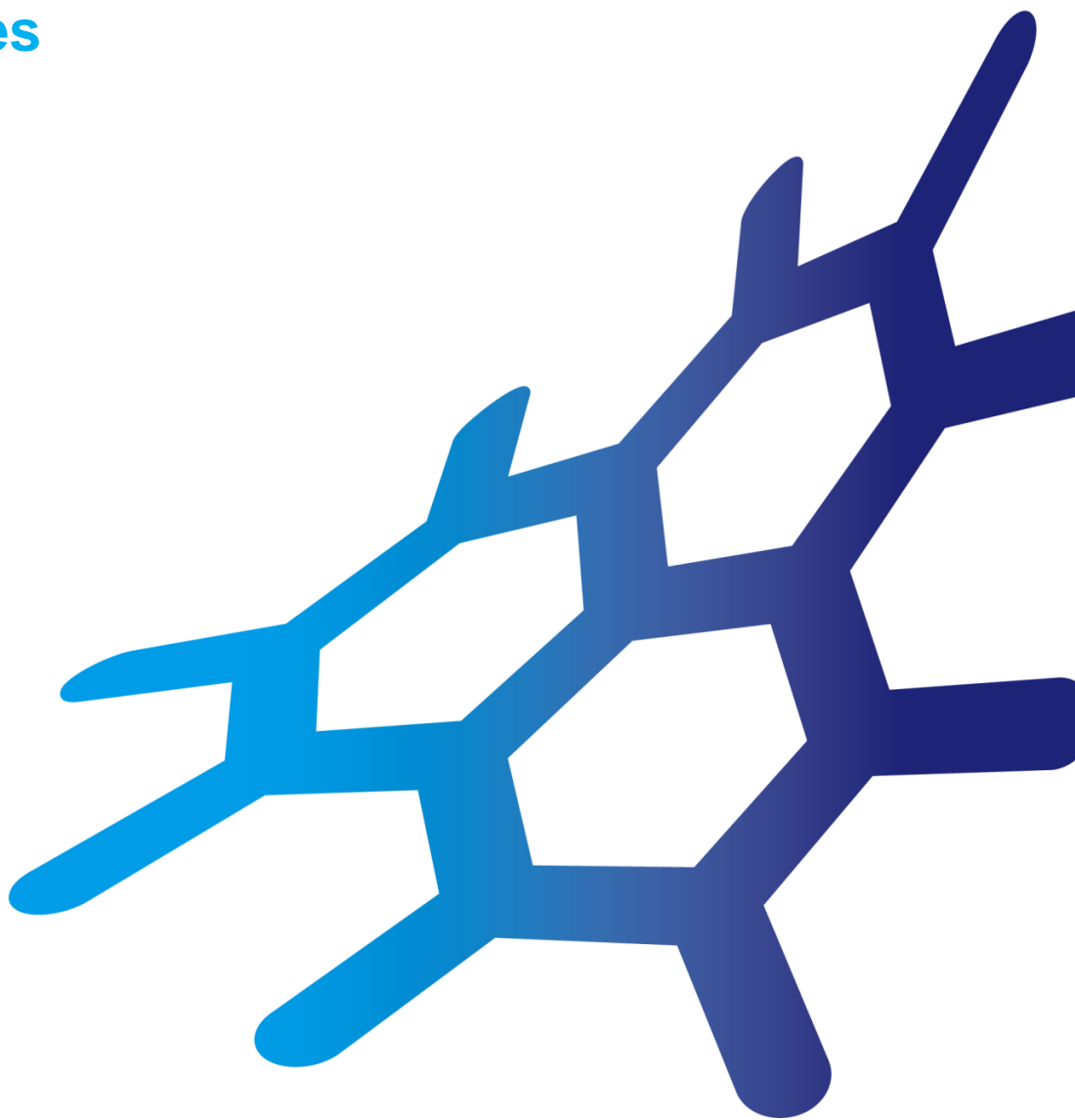




# **Idox Public Access**

## **Use of Cookies**



## Document control

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# Introduction

## What are Cookies?

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Cookies are small files which are stored on a user's computer. They are designed to hold small amounts of data specific to a particular user and website, and can be accessed either by the web server or the client computer. This allows the website to deliver a page tailored to a particular user, and also allows a website to be able to remember previously entered information in forms such as names and passwords.

Authentication cookies also allow websites to know if the user is logged in or not and tracking cookies are used to compile long-term records of individuals' browsing histories.

Cookies store information about users' preferences and location, protect data from unauthorised access, maintain website functionality and collect Google Analytics data and other tracking data.

## Public Access and Cookies

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Public Access uses cookies to track a user's session. This is how Public Access knows who is making a request of it when they click on a button or link within the website.

Public Access can create up to three cookies in a user's browser.

### JSESSIONID

This type of cookie is passed back to the server every time the browser issues a request and identifies the session. So, when you go to the Public Access site this is sent back to the browser. When the user searches for a case, this is sent back to the server. When a user clicks the documents tab, the list of document keys is saved on the server and associated indirectly, with the JSESSIONID so that as you click each document link, the cache can be read and the appropriate document retrieved.

This type of cookie allows the service to remember selections and preferences that a user has already made or information that they have already given. It improves the user's experience of the site.

### GA

Google Analytics cookies are used to distinguish users, identify unique sessions and store information about the user's sessions.

In Public Access, this is generated by iApply when the javascript is retrieved from that site to create the Apply Online link on the first page. This cookie is necessary to provide the additional functionality in the Apply Online area.

### CASTGC

If you login to Public Access this temporary cookie is created by the authentication server. This is removed as soon as the login process is completed. These cookies are ticket-granting cookies and maintain a login state for the user. This is only set after you have signed in to a Public Access account.

## Cookie Consent Exemption

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Cookies exempt from consent include:

- user-input cookies (session-id) such as first-party cookies to keep track of the user's input when filling online forms, shopping carts, etc., for the duration of a session or persistent cookies limited to a few hours in some cases

Cookie Consent is not required if the cookie is strictly necessary to provide an 'information society service' (e.g. a service over the internet) requested by the subscriber or user.

Cookie Consent Exemption applies when "A cookie is strictly necessary to provide a specific functionality to the user (or subscriber): if cookies are disabled, the functionality will not be available and this functionality has been explicitly requested by the user (or subscriber), as part of an information society service."<sup>1</sup>

For Public Access, there is no requirement to get any kind of consent for the types of cookies the website uses as they are essential to the website functioning correctly and meeting the expectations of the user.

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<sup>1</sup> [http://ec.europa.eu/jpg/basics/legal/cookies/index\\_en.htm#section\\_2](http://ec.europa.eu/jpg/basics/legal/cookies/index_en.htm#section_2)