Name of Policy: Cookie

RESPONSIBLE COMMITTEE: Academic Services
RESPONSIBLE OFFICER: Principal Bursar
LINKED DOCUMENTS: College: Privacy Notice
LINKED DOCUMENTS: Other: n/a
Annual Review date: First meeting of Hilary Term

Introduction

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.

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.

Scope

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 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).
- **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. We may update the information contained in this section from time to time. Additionally, some cookies may be set from time to time by feeds from third party websites that we make available on our site.

Cookie	Expiry	Purpose
Strictly necessary/functionality cookies		
www.sjc.ox.ac.uk advertisingAccept	session	This sets the cookie to say you accept advertising cookies on our website. These are used for external third party services such as YouTube videos. If you do not accept this, then the content will not play.
analyticsAccept	session	This sets the cookie to say you agree or do not agree to be tracked on the site by Google Analytics.
Analytical/performance cookies		
Google Analytics _ga	2 years	Registers a unique ID that is used to generate on how the visitor uses the website
_ga_#	2 years	To collect data on the number of times a user has visited the website including the dates of the first and most recent visit
td	session	Registers statistical data on users' behaviour on the website. Used for internal analytics by the website operator
p.gif	session	To collect data on the number of times a user has visited the website including the dates of the first and most recent visit
Targeting cookies		
Google Advertising ads/ga–audiences	session	Used by Google AdWords to re-engage visitors that are likely to convert to customers based on the visitor's online behaviour across websites
Last_result_enter_key	session	Used to track user's interaction with embedded content.

Both of these cookies can be turned off. |
| **You Tube** | 1 year | You Tube is used to play videos on our website. YouTube may set a number of cookies once the visitor clicks on an embedded YouTube video. As this is a third-party service we do not have much control over the cookies it sets, but the user can turn the cookies and the functionality off. For further information, please view the YouTube privacy guidelines. |

Please note that our analytical or performance cookies and targeting cookies are run by third-party services such as Google and YouTube, over which we have no control. We use these to display dynamic web content such as video content, or track anonymous analytics on how people use our site.

When you visit our site, you have the option to turn off these cookies by selecting 'Settings' and making sure that 'Analytical cookies' and 'Advertising cookies' are both set to 'Off' and saving the settings at the bottom of the pop-up screen. However, this may impact the functionality of third-party services, such as playing You Tube videos.

POLICY HISTORY

Date of GB approval	Brief summary of changes	Confirmation that linked documents have updated if necessary	College policy register updated
May 2018	Policy generated and subsequently approved by GB	Yes	Yes
Sep 2023	Policy updated with cookies used on website and created as a standalone document	Yes	Yes (I Burke)