

1 **This Site**

1.1 This website (our "**Site**") is operated by Refermyjobs Ltd ("**we**", "**our**", "**us**"). Our address is 28 Lumloch Drive, Bishopbriggs, Glasgow, Scotland, G64 1GS. Our VAT registration number is [345 3512 15].

1.2 This policy sets out how we use cookies in relation to our Site.

2 **Cookies**

2.1 A cookie is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. Cookies are designed to be a reliable mechanism for websites to remember important information (such as information added in a login process) or to record the user's browsing activity (including clicking particular buttons, logging in, or recording which pages were visited in the past). They can also be used to remember arbitrary pieces of information that the user previously enters into form fields such as names, addresses, passwords, and credit card numbers. For more information on cookies see https://en.wikipedia.org/wiki/HTTP_cookie.

2.2 Our Site uses cookies. We ask that you read this cookie policy carefully as it contains important information on our use of cookies and similar technologies on our Site.

3 **This Policy**

3.1 This policy should be read together with our privacy policy (our "**Privacy Policy**") which sets out how and why we collect, store, use and share personal data, as well as your rights in relation to your personal data, and details of how to contact us and supervisory authorities in the event you have a complaint.

3.2 This policy relates to your use of our Site only. Our site includes the websites linked to the following domain names and all associated webpages.

<https://www.refermyjobs.com>

<https://www.refermyjobs.co.uk>

3.3 Throughout our Site we may link to other websites owned or operated by third parties. These other third party websites may also use cookies or similar technologies in accordance with their own separate cookie policies. For privacy information relating to these other third party websites, please consult their cookie policies.

4 **Cookies**

4.1 We use cookies and other similar tracking technologies such as Google Analytics on our website. These help us recognise you and your device and store some information about your preferences or past actions.

4.2 You can set your browser not to accept cookies and you can remove cookies from your browser. Please check the help pages on the website of your browser provider to ascertain how to do this. Also, for further information about cookies and how to disable them please go to the Information Commissioner's webpage on cookies located at <https://ico.org.uk/for-the-public/online/cookies/>. If you do disable or delete cookies please note that some of our Site features may not function properly as a result.

5 **Cookies and Our Site**

5.1 We use cookies and other similar tracking technologies such as Google Analytics on this Site to:

- 5.1.1 recognise you whenever you visit our Site (this speeds up your access to our Site as you do not have to log in each time);
- 5.1.2 obtain information about your preferences and use of our Site;
- 5.1.3 take you through the registration process in relation to use of certain services upon our Site;
- 5.1.4 carry out research and statistical analysis to help improve our content, products and services and to help us better understand our users' requirements;
- 5.1.5 target our marketing and advertising campaigns and those of our partners more effectively by providing interest-based advertisements that are personalised to your interests;
- 5.1.6 make your online experience more efficient and enjoyable; and
- 5.1.7 carry out payment transactions via a third party payment gateway provider, Stripe.

6 **Types of cookies**

6.1 The cookies we place fall into the following categories:

- 6.1.1 **Session cookies** — these allow our Site to link your actions during a particular browser session. These expire each time you close your browser and do not remain afterwards.
- 6.1.2 **Persistent cookies** — these are stored on your device in between browser sessions. These allow your preferences or actions across our Site to be remembered. These will remain on your device until they expire, or you delete them.
- 6.1.3 **Strictly necessary cookies** — these cookies are essential for you to be able to navigate our Site and use its features. Without these cookies, you could not use our Site properly.
- 6.1.4 **Performance cookies** — these cookies collect information about how you use our Site, for example which pages you go to most often. These cookies do not collect personally identifiable information about you. All information collected by these cookies is aggregated and anonymous, and is only used to improve how our Site works.
- 6.1.5 **Functionality cookies** — these cookies allow our Site to remember the choices you make (such as your user name, language, last action and search preferences) and provide enhanced, more personal features. The information collected by these cookies is anonymous and we cannot track your browsing activity on other websites.
- 6.1.6 **Targeting cookies** — also known as advertising cookies, these cookies are used to deliver adverts more relevant to you and your interests. They are also used to limit the number of times you see an advertisement on our Site and help measure the effectiveness of advertising campaigns. They are usually placed by advertising networks with our permission. They remember that you have visited a website and this information is shared with other organisations such as advertisers.

7 **The cookies we use**

The table below provides more information about the cookies we use and why:

