CILEX Community Cookies policy

This Cookies Policy is to help members of our CILEX Networks and our CILEX Members to understand how the Cookies on our CILEX Community Website are used. Our Cookies Banner Provider is One Trust. For the Cookies Policies, relating to CILEX (Chartered Institute of Legal Executives - Professional Body), the CILEX Law School, CILEX Regulation, the IoP (Institute of Paralegals) and the PPR (Professional Paralegal Register) websites, please follow the link to the Cookies Policy via their website.

The Cookies that operate on the CILEX Community Website are operated by the Third-Party Provider, known as Hivebrite, who are the providers of this Platform. For their Privacy Policy, please click on the Link: Privacy Policy - Hivebrite and their Data Protection Officer's contact details are: privacy@hivebrite.com

What are Cookies?

A Cookie is a message that subject to the User's settings is sent to its terminal, when the User navigates on a website. The aim is to collect data regarding the internet navigation of the User to send tailor-made services to its terminal (computer, mobile phone or tablet).
A Cookie is a small file, typically of letters and numbers and downloaded onto a device, when the user accesses certain websites. Cookies are then sent back to the originating website on each subsequent visit. Cookies are useful, because they allow a website to recognise a user's device.
In relation with Cookies, CILEX is committed to ensuring that we:

- Notify people that the Cookies are there,
- Explain what the Cookies are doing and
- Obtain their consent to store a Cookie on their device.

For administration of a website, Session Cookies may be used. A Session Cookie is a temporary file stored in a web browser that is deleted, when either it expires or the browser is closed. No personal information should be stored permanently within a Cookie.

How the platform uses Cookies

The CILEX Community Website and any third-parties use a tracking technology on its terminal, such as Cookies, whenever the User navigates on the Platform.
Cookies may be created and stored by the Platform you are visiting (known as a First-Party Cookie) or by Third-Parties, such as those, who serve content or analytics services on the Platform (known as Third-Party Cookies).
The main purpose of the use of Cookies is to provide you with the most optimised user experience possible.

Navigation and Function

Cookies can be used for navigational and functional purposes. When a user accesses a CILEX Community Website, encrypted session Cookies are used to validate the User's access to different parts of the website.

Analytics

Information can be collected about how people access and use a website using an analytics tool. The CILEX Community Website uses Google Analytics. This is an analytics service provided by Google, Inc. Google Analytics uses Cookies to help Hivebrite to understand how users use its

websites. This ensures that you can optimise and improve the user experience of the websites. Read more about how Google uses cookies here.

Considerations about Third-Party Cookies

Whilst CILEX takes all reasonable precautions to make sure that other organisations, who it deals with have good security practices, CILEX is not responsible for the privacy practices of other organisations, such as Hivebrite, whose websites may be linked to its services or whose contact details it may provide on the website. CILEX is not responsible for the Privacy Policies of social media or other Third-Party providers with whom it has pages or accounts.

Analytics and Performance – Cookies Used by Analytics Platforms

Analytical Cookies help the Company to understand how visitors gain access to or interact with the Platform. These Cookies collect information on how the Users interact with the Platform and create statistics about the use of the Platform.

The Company uses these Cookies to determine the kind of content and services the Users value most, which in turn helps the Company to improve the quality of service proposed by the Platform and usage, as well as functionalities. This category comprises of Cookies used to evaluate site performance, in terms of number of visits, unique visitors, drop-off rate for transactions and so on:

Service	Name	Purpose	Duration
Google Analytics	● _gat_hivebriteTracker	For tracking the traffic.	1 Minute
	● _ga	This Cookie is installed by Google Analytics. The Cookie is used to calculate visitor, session and campaign data and to keep track of the site usage for the site's analytics report. The Cookies store information anonymously and assign a randomly generated number to identify unique visitors.	2 Years
	● _gid	This Cookie is installed by Google Analytics. The Cookie is used to store information of how visitors use a website and helps in creating an analytics report of how the website is performing. The data collected, including the number of visitors, the source of where they have come from and the pages visited in an anonymous form.	1 Year
Google Analytics	● _gat	For tracking the traffic. Used by Google Analytics to throttle the request rate (to limit the collection of data on high traffic sites).	1 Minute

Categories of Cookies
▪ **Strictly Necessary**

These Cookies are essential for the Platform to perform its basic functions and the User cannot refuse Strictly Necessary Cookies. These Cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you, which amount to a request for services, such as log-in, saving language preferences, privacy preferences, filling in forms, performance measurement and improvement, routing traffic between web servers, detection of the size of the screen, measuring page load times, improving user experience, including relevance, audience measurement, detecting fraud and abuse, securing our product, personalisation essential to the user experience, first-party measurement and analytics of site usage. You can set your browser to block or alert you to these Cookies, but some parts of the site will not function, if these are blocked. These Cookies do not store any personally identifiable information.

The following are Cookies that operate on the Hivebrite Platform, known as The CILEX Community Website are as follows:

Service	Name	Purpose	Duration
Hivebrite	_hivebrite_session_store	[Ex: Allow registered Users to authenticate and perform account related functions]	Session
Hivebrite	Cookies_constent_list_fo	To record, which Cookies the User gives consent for.	6 Months
Hivebrite	remember_user_token	Used on mobile to know, if the user is logged in or not.	
LinkedIn	last_linkedin_sync	For signing in with your LinkedIn account.	2 Months
Facebook	● fr	Displaying Facebook feeds/posts in the Live Feed of the platform	3 Months
Twitter	● Lang ● Metrics_token ● Personalization_id ● tfw_exp	Displaying Twitter feeds/posts in the Live Feed of the platform	Session 48 Days 2 Years 2 Weeks
Prisma Cloud	pcc_bpc	To run Bot Management and security filtering to protect our service.	1 Month
Launch Darkly Tracker		Used to control the release of new features.	N/A
PayPal	● akavpau_ppsd ● enforce_policy ● LANG ● nsid ● ts	For making online payments.	6 Months

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	• ts_c • tsrce • x-cdn • X-PP-L7 • x-pp-s • X-PP-SILOVER		
Stripe	• __stripe_mid • __stripe_sid	For making online payments.	2 Years 1 Year

Functional Cookies
These Cookies enable the website to provide enhanced functionality and personalisation. They are set by a Third-Party provider Hivebrite, whose services we have added to our pages. If you do not allow these Cookies, then some or all of these services may not function properly.

Performance Cookies
These Cookies allow Hivebrite to count visits and traffic sources, so that they can measure and improve the performance of the site. This helps them to know, which pages are the most and least popular and see how visitors move around the site. All information that these Cookies collect is aggregated and therefore, it is anonymous. If you do not allow these Cookies, we will not know, when you have visited the site and they will not be able to monitor its performance.

Targeting Cookies
These Cookies may be set through the website by Hivebrite's advertising partners. They may be used by those companies to build a profile of your interests and to show you relevant adverts on other sites. They do not store directly personal information, but they are based on uniquely identifying your browser and internet device. If you do not allow these Cookies, you will experience less targeted advertising.

Social Network Functional Cookies/Social Media Cookies
The Company uses Social Network Functional Cookies to enable functionality linked to a third-party's Social Network Cookies on the platform. These Cookies enable the Platform to display third-party features to the user, such as the Twitter and Facebook Feeds/Posts. These Cookies may interact with the Twitter and/or Facebook Account of the User.

Service	Name	Purpose	Duration
Facebook	fr	Displaying Facebook Feeds/Posts in the Live Feed of the platform.	3 Months
Twitter	• Lang • Metrics_token • Personalization_id • tfw_exp	Displaying Twitter Feeds/Posts in the Live Feed of the platform.	Session 48 Days 2 Years 2 Weeks

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LinkedIn	last_linkedin_sync	For signing in with your LinkedIn account	2 Months

Social Media Plugins

Services are used, such as social sharing and these are offered by different companies. These companies may drop Cookies onto your computer, when you use them on a website or if you are already logged in to them.

These Social Media Cookies are set by a range of social media services that have been added to the site to enable you to share the content with your friends and networks. They can track your browser across other sites and build up a profile of your interests. This may impact the content and messages you see on the other websites that you visit. If you do not allow these Cookies, you may not be able to use or see these sharing tools.

Here is a list of places where you can find out more about specific services that we may use and their use of Cookies:

- – Google Privacy Policy
- – Meta Privacy Policy
- – Twitter Privacy Policy
- – Hivebrite Privacy Policy

If you would like to disable "Third-Party" Cookies generated by these providers, you can turn them off by going to the Third-Party's website and getting them to generate a one-time "Decline All/No Thanks" Cookie that will stop any further Cookies being written to your machine.

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Other Cookies:

Cookies for System Admins and Back-Office Users Only – Strictly Necessary

Service	Name	Purpose	Duration
Hivebrite	search_path	Used for the user search in the BO and when you assign a User to a role.	Session
Hivebrite	Cookies_constent_list_bo	To record, which Cookies the System Admin gives consent for.	6 Months

Controlling Cookies

For Cookies for which it is required to collect consent, the User is informed of the purpose of these Cookies and is given the ability to consent or refuse through a banner at the bottom of the Platform

Homepage.

After customising their Cookies settings, the Users are able to reselect their preferences at any time. From the Public Pages, this is possible by clicking 'Reselect Cookie Consent' in the footer. From the Front Office, they can do this in Settings > Privacy > Cookies > Reselect settings. In both of these cases, the user's non-required Cookies are destroyed and the page refreshes, allowing them to select which Cookies they accept.

To opt out of being tracked by Google Analytics across all websites, please visit https://tools.google.com/dlpage/gaoptout. On this website, you will find information about a browser plug-in that can be installed to prevent your data from being used by Google Analytics.
For Cookies that do not require consent, the User may at all times configure its navigator, in order to prevent the creation of Cookie Files.

However, certain functionalities of the services proposed by the Platform may not function properly without Cookies. In addition, even if most navigators are configured by default and accept the creation of Cookie files, the User has the possibility to choose to accept the creation of all Cookies other than the Functional Cookies or to systematically decline them or to choose the Cookies that it accepts, depending on the issuer by configuring the following settings:

- *Firefox:*

https://support.mozilla.org/en-US/kb/clear-cookies-and-site-data-firefox

- *Safari:*

https://support.apple.com/guide/safari/manage-cookies-sfri11471/mac

- *Google Chrome*:

https://support.google.com/chrome/answer/95647

- *Opera:*

https://www.opera.com/fr/use-cases/clean-browser-and-remove-trackers

- *Edge:*

https://support.microsoft.com/en-us/microsoft-edge/delete-cookies-in-microsoft-edge-63947406-40ac-c3b8-57b9-2a946a29ae09

Disabling/Enabling Cookies
You have the ability to Accept All, Decline All or Manage Preferences for the use of Cookies from the Cookies Notice that appears, when you view the website. However, we would like you to have the best experience of the website and it is likely that disabling cookies will limit the functionality of the website.

In the Manage Preferences section, there is an explanation of each of the Cookies' functions and you can choose to opt in or remain opted out of each Cookie Type listed, except for the Strictly

Necessary Cookies. The other Cookies are Performance Cookies, Functional Cookies, Targeting Cookies and Social Media Cookies. Please see the Cookies Banner Notice for further information.

If you are concerned about the use of Cookies, in relation to "spyware" you can use anti-spyware software to delete Cookies that may be considered invasive, rather than disabling the Cookies altogether.

6. Consent

By accepting Cookies with your browser settings and using the CILEX Community Website, you consent to the processing of data about you by CILEX and Hivebrite, its subsidiaries and Google in the manner and for the purposes set out above.

As long as consent is obtained the first time that Cookies are set, it does not have to be repeated every time the same person visits the website. However, it is good to keep in mind that devices may be used by different people. If there is likely to be more than one user, this process can be repeated at suitable intervals. You can also clear Cookies from your web browser settings prompting all websites to initiate their Cookie Notice consent with a view to actioning your Cookies Preferences and this can be done at any time.

7. Further information

CILEX will not use Cookies to collect personally identifiable information about you. However, please see Third-Party Providers Cookies Notices for other Cookies in operation.

Withdrawing Consent for Cookies

Once consent has been obtained by Hivebrite, users or subscribers may choose to withdraw that consent at any time. They can withdraw the consent by clearing the Cookies via the Internet Browser settings. (Please see the above ICO link for the instructions on how to clear the Cookies). However, if a user decides to disable the Cookies, this may detrimentally affect the general functionality of the CILEX Community website experience.

However, if you wish to restrict or block the Cookies, which are set by our websites or indeed any other website, you can do this through your web browser settings. The 'Help' function within your browser, should tell you how to do this. Alternatively, you may wish to visit the About Cookies website. The website contains comprehensive information on how to manage Cookies across a wide variety of browsers. You will also find details on how to delete Cookies from your device, as well as more general information about Cookies.

A comprehensive set of guidelines for the use of Cookies can be accessed from the UK's Information Commissioner's Office: https://ico.org.uk/

You can also find information on to clear Cookies are provided by the ICO, as well as information about Cookies can be found on the ICO website.

If you wish to view your Cookie Code, just click on a Cookie to open it. You will see a short string of text and numbers. The numbers are your identification card, which can only be seen by the server that provided the Cookie.

For information on how to do this within the web browser of your mobile phone, you will need to refer to your mobile handset manual or visit the help section of your mobile provider's website.

To opt-out of third-parties collecting any data regarding your interaction on our website, please refer to their websites for further information.

Contact CILEX
If users have any questions about how CILEX process their Personal Data, they should log in to MYCILEX Portal and go to Contact Us, then select 'Data Protection: Query and Request' on 'My Query Relates to' section. If users do not have access to the MYCILEX Portal or they do not wish to log their details on the system, they can contact us by email at privacyofficer@cilex.org.uk.

Contact the ICO (Information Commissioner's Office)
You also have the right to lodge a complaint with the UK's Information Commissioner's Office. Their contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel No: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: www.ico.org.uk

Legal Obligations
The statutory and/or regulatory directives and legislation on which this Policy is based upon is the current UK Data Protection Legislation.

This is all applicable UK Data Protection and Privacy legislation in force from time-to-time, including the General Data Protection Regulation (EU) 2016/679, the UK Data Protection Act 2018 and the Privacy and Electronic Communications (EU Directive) Regulations 2003 (as amended) (PECR) and any superseding legislation and all other applicable laws, regulations, statutory instruments and/or any codes, practice or guidelines issued by the relevant Data Protection or Supervisory Authority in force from time to time and applicable to a Party, relating to the processing of personal data and/or governing individual's rights to privacy.

From 28th June 2021, the UK has been granted an adequacy decision by the EU, which covers data transfers between the UK and the EU and this adequacy decision is due to be reviewed in four years' time on 28th June 2025 with a view to this safeguard remaining in place for UK/EU Data Transfers.

CILEX complies with its obligations set up in Privacy and Electronic Communications Regulations (PECR) related to the use of Cookies by:

- Informing people that its Cookies are there;
- Explaining what the Cookies are doing and why; and
- Obtaining the person's consent to store a Cookie on their device.

For further information on Data Protection, please see our Privacy Policy available on The CILEX Community Home Page under Links. Our Cookies Policy is reviewed and updated regularly.

Correct as of: February 2024

Next Formal Review Date: March 2025