

COOKIE POLICY

Pier Training uses cookies on its website to improve its services and provide you with the best user experience.

Cookies are a small file of letters and numbers that is downloaded on your computer, phone or tablet with your permission when you visit our website. These cookies are set by us and are called **first-party cookies**. We also use **third-party cookies** – which are cookies from a domain different than the domain of the website you are visiting – for our marketing efforts.

How are cookies used?

Cookies are a specific technology that stores information between website visits. They are used in numerous ways, such as gathering and remembering information about users' preferences, analysing website traffic data, tracking users' browsing behaviour and improving the website to tailor to the customers' needs etc.

We use the consent management tool – **Cookie Control by CIVIC**. You can choose to accept or decline cookies. Cookie Control prevents cookies from being placed on the user's device until they have given their explicit consent. Thus, making us GDPR compliant.

We use the following cookies:

Necessary Cookies

Necessary cookies enable core functionality. The website cannot function properly without these cookies and can only be disabled by changing your browser preferences.

Analytics Cookies

We use Google Analytics cookies to measure how you use our website. Analytical cookies help us to improve our website by collecting and reporting information on its usage.

These cookies collect information about:

- how you got to these sites
- the pages you visit and how long you spend on each page
- what you click on while you're visiting these sites

To opt out of being tracked by Google Analytics across all websites, visit http://tools.google.com/dlpage/gaoptout.

List of cookies used on our website

Cookie set by	Cookie name	Purpose	Expiry
Cookie control	CookieControl	Necessary Cookie – Used to remember the	90 days
		user's preference for cookies.	
Google Analytics 4	_ga	Optional Cookie – Used to distinguish users.	14 months

Links to other websites

Our website may contain links to other websites. These websites are not under our control and are not subject to our cookie/privacy policy. These websites will likely have their own privacy/cookie policies. We are not responsible for the content, functionality or cookie settings of any of the external websites, and we provide links to these websites solely for your convenience. We suggest you read the privacy/cookie policy of the website before you share your personal data.

How do I change my cookie settings?

You can change your cookie preferences anytime by clicking on the 'C' icon. You can then adjust the available sliders to 'On' or 'Off', then click 'Save and close'. You may need to refresh your page for your settings to take effect.

Alternatively, most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, visit <u>www.aboutcookies.org</u> or <u>www.allaboutcookies.org</u>.

Find out how to manage cookies on popular browsers:

- Google Chrome
- <u>Microsoft Edge</u>
- Mozilla Firefox
- <u>Microsoft Internet Explorer</u>
- <u>Opera</u>
- Apple Safari

To find information relating to other browsers, visit the browser developer's website.

POLICY REVIEW

How will this policy be reviewed?

The Data Protection Officer (DPO) is responsible for the implementation and review of the Cookie Policy. A review of this policy is completed annually or when considered necessary to remain effective and legally compliant. The date of review is recorded within the footer of the document and includes the date of the next required review. This enables the DPO to easily track when the last review was completed ensuring the policy is relevant and up to date.

Following the annual review, the senior management team (SMT) read the policy, make any suggestions for amendments and then it is finally approved by the Managing Director.

Document Title:	Cookie Policy
First Created:	August 2023
Updated:	April 2024
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Checked by Senior Management Team:	April 2024
Final Approval by Managing Director:	April 2024
Signed by Managing Director:	Moliammed Syed
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