

## **Global Cookie Policy**

Alcumus is committed to protecting your privacy. We value our visitors and endeavour to create an enjoyable and safe shopping experience when visiting our website and platforms.

This Cookie Policy sets out details of the cookies that we use on this website and customer platforms and the purposes for which we use them. We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

### **An Introduction to Cookies**

A cookie is a small file which is placed on your browser or your computer's hard drive. Cookies are commonly used to ensure that a website functions properly, to help analyse web traffic and to let you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. You can choose to accept or decline cookies through the banner that appears when you first visit our website.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of our website. Please see the section headed 'How to disable cookies' at the end of this policy for more information.

### **Cookies deployed by our website:**

- Ensure that functionality operates as intended
- Remember your choices and preferences during and between visits
- Allow you to share pages via social network widgets like Facebook and Twitter
- Allow you to interact with our website by leaving comments or opinions
- Track your visit for statistical analysis, allowing us to improve the usability, speed and security of our website
- Allow us to select which of our advertisements or offers are most likely to appeal to you and display them while you are on the website.

### **Cookies are not deployed to:**

- Collect any sensitive information (without your express permission)

- Pass data to advertising networks
- Pass personal data to third parties
- Pay sales commissions.

## **Your Consent for Cookie Deployment by our Website and Platforms**

We use certain cookies which are necessary to make our website work and function properly, to comply with applicable laws and to provide you with a service that you have requested. These are known as "strictly necessary cookies" and include cookies used for security purposes and cookies that remember items that you have placed in your shopping basket when you proceed to checkout. We also use other non-essential cookies, further details of which are provided below, such as analytics cookies which help us improve our website. We will not use these non-essential cookies unless you have provided us with your consent through the banner that appears when you first visit our website.

## **Cookies Used by Our Website**

### **Social Network Sharing**

We encourage users to share our content and/or like our profile on popular social media websites including Facebook, Instagram, Twitter, YouTube and LinkedIn. In order to make 'Social Sharing' accessible, our website utilises widgets provided directly from the social networks. Cookies and privacy settings from the social networks vary and will be dependent on your nominated privacy settings with each social network. Social Sharing buttons will only deploy cookies if you are signed to that respective social network at the time of being on our website.

### **Analytical Tracking**

Our website has Google Analytics installed which allows us to track and compile anonymous visitor statistics. The information collected ranges from simple traffic volume to the type of browser you are viewing our website with. This information is valuable to us not just for marketing analysis and quantification, but to improve the usability, security and load speed of our website content. Google Analytics is a popular, secure, flagship webmaster product from Google. The privacy and security of Google Analytics data is a high priority at Google that you can read more about on Google's Analytics Data Safeguarding page. Google also offers a Google Analytics Opt-out Browser Add-on that will allow you to automatically opt-out of all websites that track your activity via Google Analytics. This is a non-essential cookie, and we will therefore only use such cookies where you have provided your express consent through the banner that appears when you first visit our website.

### **WordPress**

Our website, either in full or in part, is built on the popular enterprise CMS framework – WordPress. WordPress utilises cookies to allow visitors to register, login and comment on our website's content. If you do not wish to participate in commenting on our website, WordPress will not deploy any cookies onto your device. Cookies will only be created by WordPress if you actively register or comment via the clear forms on our website. These are non-essential cookies and we will therefore only use such cookies where you have provided your express consent through the banner that appears when you first visit our website.

### **Google Maps/Places**

Our website may have our Google Maps/Places profile embedded within an 'iframe'. Google Maps creates cookies that enable the functionality of their powerful mapping software.

### Actual Cookies Deployed

Below is a table of information which lists all cookies deployed and used on our website and platforms.

#### 1. Utilised on UK Websites & Platforms

Cookie name	Level	Description
CMSCookieLevel	System	Specifies which cookies are allowed by the visitor.
ASP.NET_SessionId	System	Keeps the user session ID for security reasons.
CMSCsrfCookie	System	Store's a security token that the system uses to validate all form data submitted via POST requests. Helps protect against Cross site request forgery.
IFuuid	System	Allows the website to track visitor behaviour on the website.
LaunchDarklyCookies	System	Uses cookies for required functionality around feature flags.
_clsk	System	Clarity analytics.
_uetvid	System	Bing performance.
_ga_2YZLKFJ6Z6	System	Google analytics.
_ga_D2JB2L2VSJ	System	Google analytics.
_gcl_au	System	Google tag manager.
_clck	System	Clarity analytics.
_ga	System	Google analytics.
_uetsid	System	Bing performance.
JSESSIONID	System	Worldpay.com.
__cf_bm	System	Worldpay.com.
__cfruid	System	Worldpay.com.
test	System	Worldpay.com.
CMSPreferredCulture	Essential	Stores the visitor's preferred content culture.
CMSMobileRedirected	Essential	Indicates if the visitor has been redirected to the mobile version of the website by the Mobile device redirection web part.
CMSCurrentTheme	Essential	Stores the name of the current visual theme to provide proper design to the dialog windows.
Webauthtoken	Essential	Live ID authentication cookie.
CMSForumPostAnswer	Essential	Keeps a list of Question-Answer forum posts in which the user voted for an answer to prevent repeated votes.
CMSVotedPolls	Essential	Keeps a list of polls where the user voted to prevent repeated votes.
CMSRatedDocuments	Essential	Keeps a list of pages that the user rated to prevent repeated votes.

CMSShowDesktopVersion	Essential	Indicates that the visitor has switched to the desktop (default) version of the website from a specific device profile.
CMSWindowsUser	Essential	Stores information for users who were imported from an Active Directory domain during authentication.
.ASPXFORMSAUTH	Essential	Stores the user's encrypted authentication ticket when using forms authentication.
Token	Essential	Strictly necessary for authenticated access to site.
connect.sid	Essential	It was developed for alcumus-portal authentication and integration. It was storing the authenticated user details to access to site. Currently empty cookie.
SafeSupplier.accessToken Session Session SafeSupplier.refreshToken Session Strictly necessary for authenticated access to site SafeSupplier.idToken Session Strictly necessary for authenticated access to site	Essential	Strictly necessary for authenticated access to site.
SafeSupplier.LastAuthUser	Essential	Strictly necessary for authenticated access to site.
SafeSupplier.refreshToken	Essential	Strictly necessary for authenticated access to site.
SafeSupplier.idToken	Essential	Strictly necessary for authenticated access to site.
JSESSIONID	Essential	Security Token.
_vwo_uuid_v2	Session	VWO Analytics.
CMSPreferredUICulture	Editor	Stores the preferred UI culture of the user.
CMSViewMode	Editor	Stores the user's current view mode (Edit, Preview, Design, etc.).
CMSImpersonation	Editor	Stores user information when impersonating a different user in the administration interface.
CMSUserWords	Editor	User's custom word dictionary kept by the spell checker.
DisplayContentInDesignMode	Editor	Remembers the user's setting of the <i>Web part content</i> checkbox on the Design tab (for example in the Pages application).
DisplayContentInUIElementDesignMode	Editor	Remembers the user's setting of the <i>Web part content</i> check box on the Design tab of UI elements.
CMSMacroDesignerTab	Editor	Remembers the last active tab of the Edit macro condition dialog.
CMSSplitMode	Editor	Remembers the state of the language version split-view mode when editing multilingual websites.
CMSPreviewState	Editor	Stores the user's latest page design preview preferences.

CMSPropertyTab	Editor	Remembers the last active tab of the Properties section in the Pages application.
CMSViewTab	Editor	Remembers the last active tab of the View section in the Preview mode of the Pages application.
CMSValidationTab	Editor	Remembers the last active tab of the Validation section in the Preview mode of the Pages application.
CMSedVariantSliderPositions<templateid>	Editor	Remembers the position of the variant slider when defining variants for MVT or Content personalization.
CMSWebPartToolbarCategory	Editor	Stores the selected web part category on the web part toolbar.
CMSWebPartToolbarMinimizedEditor		Remembers if the user minimized the web part toolbar on the Design tab.
CMSCurrentDeviceProfileName	Editor	Stores the selected device profile when editing pages.
CMSCurrentDeviceProfileRotate	Editor	Remembers whether the device preview uses the landscape or portrait view.
CMSUniGraph	Editor	Stores the user's <i>Snap to grid</i> preference in the advanced workflow and marketing automation designer.
CMSSessionToken	Editor	Stores the token used by the web service that provides the advanced workflow and marketing automation designer.
ABSelectorState<ABtestname>	Editor	Stores the state of the selectors on AB test overview page.
VisitorStatus	Visitor	Indicates if the visitor is new or returning. Used for tracking the <i>visitors</i> statistic in Web analytics.
Source	Visitor	Stores the channel which the user came from (e.g., email, Facebook, Twitter, etc.).
Campaign	Visitor	Stores the web analytics Campaign assigned to the visitor.
TrackedCampaigns	Visitor	Stores all the web analytics Campaigns, which should be tracked within a JavaScript snippet.
UrlReferrer	Visitor	Stores the URL referrer from which the user arrives on the website.
CurrentContact	Visitor	Stores the GUID of the contact related to the current site visitor. Used to track activities on the website.
CMSAB<ABtestname>	Visitor	Used to track conversions for the test and maintain consistent page content for the visitor. Stores the name of the page variant assigned to the visitor, the list of performed conversions and information whether visitor is included in A/B testing specified by an A/B test.

CMSMVT<mvtestname>	Visitor	Stores the combination of variants assigned to the visitor by an MVT test. Used to track conversions for the test and maintain consistent page content for the visitor.
CMSNoTestMVT<templateid>	Visitor	Stores the currently selected MVT combination for editors in the administration interface.
CMSShoppingCart	Visitor	Stores a reference to the user's active shopping cart.
CMSBodyClass	Visitor	Body element class to provide accessibility standards.
CMSEd<GUID>Current	Visitor	Stores the current step of Wizard layout web parts.
CMSUserPage	Visitor	Stores the IDs (DocumentID, NodeID) of the last visited page. Used for logging landing and exit page web analytics and activities.
ChatLoggedInToken	Visitor	Stores the login state for the Chat application (indicates if the user is in the online state).
ChatSupportLoggedInToken	Visitor	Indicates if the user is logged in to the support chat.
<Window name>_<Group ID>_roomId	Visitor	Stores bindings between groups of chat web parts and chat rooms (for a specific window or tab).
chat_autoinitchat_displayed_<GUID>	Visitor	Remembers if the <i>Automatically initiated chat</i> web part was shown to the user (prevents multiple chat initiation messages).
chat_kick_roomid_<room ID>	Visitor	Indicates that the user was kicked from the specified chat room (and is not allowed to return).
StrandsSBS_*	Visitor	Used by the Strands Recommender solely for its own purposes. The cookies are managed on the Strands side.
CMSStrandsTrackEvent_*	Visitor	Stores persistent HTTP context after a page is reloaded. Used for tracking of shopping cart events.
__openid_selector_*	Visitor	Stores OpenId user identification for authentication purposes.
CMSLandingPageLoaded	Visitor	Indicates that the landing page has already been visited and the <i>Landing page</i> activity is not logged again for the current visitor. Expires after 20 minutes and the expiration period of the key is renewed every time the website is accessed again.
_vis_opt_exp_{CAMPAIGNID}	Strictly Necessary	Created when a campaign goal is triggered.
_goal_{GOALID}_{ACCID}	Cookies	When created, this cookie always has a value of 1.

<code>_vis_opt_exp_{CAMPAIGNID}</code> <code>_combi_{ACCID}</code>	Strictly Necessary Cookies	Created when a user is chosen for a particular variation of a test. Ensures that users see the same variation when they revisit the page. Control always has the value of 1, Variation #1 always has the value of 2, Variation #2 has the value of 3, and so on.
<code>_vis_opt_exp_{CAMPAIGNID}</code> <code>_exclude_{ACCID}</code>	Strictly Necessary Cookies	Created when a user has been excluded from a campaign due to the traffic percentage specifications. The value of this cookie is always 1.
<code>_vis_opt_exp_{CAMPAIGNID}</code> <code>_split_{ACCID}</code>	Strictly Necessary Cookies	Created when one of the variations is chosen for the user, but the user is not yet redirected to the variation page. Using this, VWO verifies that the variation page corresponds to the chosen variation after landing on the page. The value will always be $\geq 2$ as it won't be created in case the control is chosen .
<code>_vwo_uuid_{CAMPAIGNID}</code> <code>_{ACCID}</code>	Strictly Necessary Cookies	Stores the chosen combination. A temporary cookie that gets deleted when the campaign changes are applied.
<code>_vis_opt_exp_{CAMPAIGNID}</code> <code>_combi_choose_{ACCID}</code>	Strictly Necessary Cookies	Stores the chosen combination. A temporary cookie that gets deleted when the campaign changes are applied.

## 2. Utilised on Canadian Websites & Platforms

Cookie name	Level	Description
<b>lastAction</b>	System	keeps the last interaction datetime of the user with the application to trigger the locked state from the frontend (the backend will also lock the sessions independently of the frontend).
<b>provider</b>	System	Keeps the provider used to login the user if using SSO, so that next visit will not ask the user to enter email address to determine which provider to use.
<b>_cognibox4_api_session</b>	System	Keeps the user session ID for security reasons.
<b>AWSALBCORS</b>	System	Keeps Amazon Web Services (AWS) load balancer information.
<b>AWSALB</b>	System	Keeps the user session ID for security reasons.
<b>PHPSESSID</b>	System	Keeps the user session ID for security reasons.
<b>session_id</b>	System	Keeps the user session ID for security reasons.
<b>navigation_country</b>	Essential	To help determine from which country user is connecting.
<b>Lock</b>	Essential	Keeps information to determine if use is currently locked or not.
<b>Language</b>	Essential	Keeps selected navigation language of the user.
<b>frontend_lang</b>	Essential	Keeps selected navigation language of the user.

<b>SID</b>	Functional	This cookie contains digitally signed and encrypted records of a user's Google Account ID and most recent sign-in time.
<b>SSID</b>	Functional	This cookie contains digitally signed and encrypted records of a user's Google Account ID and most recent sign-in time.
<b>SIDCC</b>	Functional	This cookie is used by Google to provide the identification of trusted web traffic.
<b>AEC</b>	Functional	This cookie is used by Google to ensure that requests within a browsing session are made by the user, and not by other sites.
<b>Tz</b>	Functional	To keep time zone of the user.
<b>li_gc</b>	Functional	This cookie is used by LinkedIn to store consent of guests regarding the use of cookies for non-essential purposes.
<b>bcookie</b>	Functional	This cookie is set by LinkedIn. The purpose of the cookie is to enable LinkedIn functionalities on the page.
<b>lfdc</b>	Functional	This cookie is set by LinkedIn and used for routing.
<b>__hstc</b> <b>__hssrc</b> <b>__hssc</b>	Functional	These cookies are used by Hubspot to track visitor identity and sessions.
<b>__Secure-1PAPISID</b>	Advertising	This cookie is used for targeting purposes to build a profile of the website visitor's interests in order to show relevant & personalised Google advertising.
<b>SAPISID</b>	Advertising	This cookie is used by Google to display personalised advertisements on Google sites, based on recent searches and previous interactions.
<b>NID</b>	Advertising	This cookie is used to show Google ads in Google services for signed-out users
<b>__Secure-3PAPISID</b>	Advertising	This cookie is used for targeting purposes to build a profile of the website visitor's interests in order to show relevant and personalised Google advertising.
<b>__Secure-1PSID</b>	Advertising	This cookie is used for targeting purposes to build a profile of the website visitor's interests in order to show relevant and personalised Google advertising.
<b>__Secure-1PSIDTS</b>	Advertising	cookie collects information about your interactions with Google services and ads. It contains a unique identifier.
<b>APISID</b>	Advertising	This cookie is used by Google to display personalised advertisements on Google sites, based on recent searches and previous interactions.
<b>__Secure-1PSIDCC</b>	Advertising	This cookie is used for targeting purposes to build a profile of the website visitor's interests in order to show relevant & personalised Google advertising.
<b>HSID</b>	Advertising	This cookie contains digitally signed and encrypted records of a user's Google Account ID and most recent sign-in time.
<b>SEARCH_SAMESITE</b>	Advertising	This cookie is used for the correct sending of data to Google.



__Secure-3PSIDCC	Advertising	This cookie is used by Google to build a profile of website visitor interests to show relevant and personalised ads through retargeting.
__Secure-ENID	Advertising	This cookie is used by Google to remember your preferences and other information.
_gid _gcl_au _ga_YJZD2DNVDZ _ga_DR4SFZZFF7 _ga_CDCSGRE6BY _ga	Analytics	These cookies are used by Google Analytics to understand user interaction with the website.
_gat_gtag_UA_120733815_1 _ga_75Z8378L55	Analytics	These cookies are used by Google Analytics to understand user interaction with the website.
_ga_75Z8378L55 1P_JAR	Analytics	These cookies are used by Google Analytics to understand user interaction with the website.

## How to Disable Cookies

Most modern browsers allow you to control your cookie settings for all websites that you browse. You can disable cookie deployment completely by editing your browser settings, however in doing this you may be limiting the functionality that is displayed on our website. To learn how to disable cookies on your preferred browser we recommend reading this advice posted by Google at <https://support.google.com/accounts/answer/61416?co=GENIE.Platform%3DiOS&hl=en&oco=1>.

If you are concerned about cookies tracking your movements on the Internet then you may be concerned about spyware. Spyware is the name given to a particular band of cookies that track personal information about you. There are many antispyware programs that you can use to prevent this from happening. Learn more about antispyware software - <http://en.wikipedia.org/wiki/Spyware>.

As mentioned earlier in this policy you can also disable Google Analytics on all websites by downloading the Google Analytics Opt-out Browser Add-on.

This policy was last updated 19<sup>th</sup> December 2023.