

## **Cookies**

### **What is a cookie?**

Cookies are small text files that are sent by websites that you visit to recognise who you are when you return there. The files are stored on your computer's hard drive, and are read by your web browser.

Circle Housing takes your privacy very seriously. This page is intended to give you all the information you need to be confident that your personal information will be treated appropriately by us.

### **How are cookies used?**

Cookies perform several functions, such as remembering who you are on a particular site (your welcome message), to keeping you logged in to your account screen on an ecommerce site (however, you should always log out if you are using a public computer). Advertising agencies also use cookies to find out if they have served you an advert from a particular brand on a site, or if you have seen a particular advert before. Website owners will use cookies to follow which pages that you've read so that they can see what parts of the site are popular or not. In short, cookies are a way of providing statistics on site visits as well as some limited functionality that makes your site visit easier. When used properly cookies are an asset to a site visitor and a site owner. They are not viruses, but some unscrupulous outfits will use them maliciously – we follow best practice for cookie use.

A list of all the cookies used on this website by us, and our technology partners can be found in our cookies list, below.

### **Flash cookies**

Adobe uses a particular type of cookie called a 'Local Shared Object', which is typically collected if you watch a video for example that uses the Adobe Flash media player, i.e. an embedded YouTube video on a page that is being played via Flash. Please note that these types of cookie will not be found on iPads, which do not support Flash. Have a look at Adobe's website if you want to control Flash cookies on your computer. If you've got a Firefox browser you can also get an add-on to detect and delete Flash cookies.

## Opting out of cookies

There are a number of options available so that you do not have to store any cookies at all. You can either set your browser so that it will not accept and store any cookie, or if you have a little more time and knowledge you are able to allow only certain 'trusted' sites to store cookies on your computer. These sites may include us (of course!), or the site where you carry out your online banking, or possibly your favourite news service.

It's worth bearing in mind that if you decide to delete all of your cookies, then you will likely have to re-enter all of your usernames and passwords on all of the sites that you visit, which you previously didn't even have to think about. As we mentioned before, cookies can be a real asset to your web surfing experience.

The Information Commissioner's Office (<http://www.ico.gov.uk/>) provides some advice about cookies and their use, but it also provides a link to 'About cookies' ([www.aboutcookies.org](http://www.aboutcookies.org)) which is run by the law firm Pinsent Masons. This website provides even more information about cookies if you feel that this page and the ICO is not enough information for you, but it also details how you might delete any cookies that you find, and it also shows you how to allow those trusted sites to store their cookies on your computer.

- See more at: [http://www.circle.org.uk/Privacy\\_and\\_cookies#sthash.VJt1Ye7.dpuf](http://www.circle.org.uk/Privacy_and_cookies#sthash.VJt1Ye7.dpuf)

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The table below describes the different cookies used and how long they are kept

Cookie name	Location	Use	Duration
CSUserEmailAddress	Community Responding	Logging in to the community	1 year
.VCPanelAuth	Admin Login	Logging in to Admin	1 year
AuthenticationView_CookieTest	Admin Login	Checking whether cookies are enabled	1 day
.VCUserEmail_[DatabaseName]	Admin Login	Remembering the username (email) for login	3 months
.VCPanelsitEmail	Portal Login	Remembering the username (email) for login	3 months
.VCPAuth	Portal Login	Logging in to the portal	1 year

.VCQuickPoll_[QuickPollId]	Portal Login	Responding to a Quick Poll	3 months
VCReportBuilderState	Dynamic Reporting	Navigating to Dynamic Reporting	14 days
.VCTranslateAuth	Translation Login	Logging in to the translation portal	60 minutes
ASP.NET_SessionId	Admin Login		60 minutes
PostSortOrder	Community Responding	Viewing posts	1 minute
CommunityServer-UserCookie	Community Responding	Forum viewing options	
_PostViewType	Community Responding	Forum viewing options	
UploadDetails	Community Responding	Uploading attachment information	30 days
weblog	Community Responding	ID of previous active blog	30 days
files	Community Responding	ID of previous active folder	30 days
pg	Community Responding	ID of previously active gallery	30 days
TinyMCE_	Community Responding	The width and height of TinyMCE editor	30 days
_ga	Admin Login, Responding	Answering a survey, logging in to Admin	-
dtCookie (Dynatrace)	All	Majority of queries by the http Dynatrace module on machines configured for Dynatrace UEM	No expiry
dtLatC (Dynatrace)	All	Majority of queries by the http Dynatrace module on machines configured for Dynatrace UEM	No expiry
dtPC (Dynatrace)	All	Majority of queries by the http Dynatrace module on machines configured for Dynatrace UEM	No expiry
ForumsAuth	Responding to discussions	Connecting to discussions	1 year
KeepMeLoggedIn	Responding to discussions	Connecting to discussions	1 year
ClientTimezoneOffset	Responding to discussions	Connecting to discussions	session

AuthTicket	Responding to discussions	Connecting to discussions	session
Email	Responding to discussions	Connecting to discussions	session
TenantInfo	Responding to discussions	Connecting to discussions	session