



HARMONY BETWEEN HR & PAYROLL

COOKIE POLICY

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit: allaboutcookies.org.

How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website
- The frequency of your visits to our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in.
- **Advertising** – Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Our Company sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.
- **Analytical** – Our Company uses Google analytics services which is operated and based on a user's consent, and it is used to measure basic user interaction.

A full list of the types of cookies we use is detailed in the graph below, where we indicate where cookies are first- or third-party cookies; how long the cookies last; which cookies are strictly necessary and those which are not; and a distinction is made between session and persistent cookies.

Cookie	Time from set/update	Purpose
PHPSESSID	End of Browser Session	Functionality: Used to track user login state on our website
CaCONSENT	1 year	Functionality: Used to store your selected cookie preferences for this website.
_ga*	400 days	Analytical: These cookies are used by Google Analytics to collect data that allows Our Company to understand how you use our website.
_gct*	90 days	Advertising: These cookies are used by Google Analytics to help our Company track the effectiveness of our Google advertising.
fbp	90 days	Advertising: These cookies are used by Facebook to help our Company track the effectiveness of our Facebook advertising.

*indicates various cookies that contain additional letters, numbers or characters in their name.

How to manage cookies

The website allaboutcookies.org tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result. You will have the option to customise cookies if you wish upon visiting our website, alternatively, you have the option to reject all cookies or accept all. If you set your browser to reject all cookies, this may affect the functionality and your overall experience of visiting our website.

Privacy policies of other websites

The Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Google Analytics

HARP and our Group companies use Google Analytics and comply with the Google Consent Mode version 2.0, which requires anyone using Google analytics and advertising tools to give sufficient notice to their website visitors about data we want to collect and what we intend to do with it.

To opt out of being tracked by Google Analytics across all website visit:

<http://tools.google.com/dlpage/gaoptout>

To the extent that any of the cookies described above collect personal information about a user of our website that personal information will be handled in accordance with our Privacy Policy.

Such information will not identify you personally it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever.

Similarly to the above, we may gather information about your general internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer as cookies contain information that is transferred to your computer's hard drive, and they help us to improve our website and the service that we provide to you. All computers have the ability to decline cookies, this can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies; you may be unable to access particular parts of our website.