



COOKIES STATEMENT

1 Introduction

As explained in the ACPE Privacy Policy, the College collects information through the use of “cookies” or similar technologies. Cookies are widely used to make websites and applications work or work more efficiently, and help them remember certain information about you, either for the duration of your visit (a session cookie) or for repeat visits (using a persistent cookie).

2 Definitions

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

Session cookies are deleted when you close down your browser.

Persistent Cookies remain on your device until they expire or you delete them from your cache.

Third Party Cookies are cookies which may be provided to trusted third parties like Google Analytics to track and measure the usage of the website to enable the college to continue to produce engaging content.

2 ACPE Cookies

We use cookies for a number of different purposes:

- i. If you submit data through a form such as those found on contact pages, comment forms, or blog subscription, cookies may be set to remember your user details for future correspondence.
- ii. If you submit information through a live chat widget, cookies may be set to remember your user detail so you can continue a conversation the next time you return to the site.

2.1 Functional Cookies

Functional cookies help make a website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies. Functional cookies used are:

Cookie Name	Function	Provider	Type	Lifespan
_lc_cid	Necessary for the functionality of the website's chat-box function.	accounts.livechatinc.com	HTTP	3 years
lc_cst	Necessary for the functionality of the website's chat-box function.	accounts.livechatinc.com	HTTP	3 years
_sharethis_cookie.tes_	This cookie determines whether the browser accepts cookies.	Acpe.edu.au	HTTP	
pusherTransportTLS	Technical cookie that synchronizes the website and the CMS. This is used to update the website.	tappage.theaccessplatform.com	HTML	Persistent
rc::a	This cookie is used to distinguish between humans and bots. Th is beneficial for the website, in order to make valid reports on the use of their website.	Google.com	HTML	

2.2.2 Preference Cookies

ACPE uses preference cookies which enable the website to remember information that changes the way the website behaves or looks, eg. Preferred language or the region.

Cookie Name	Function	Provider	Type	Lifespan
_lc2_cid	Stores a unique ID string for each chat-box session. This allows the website-support to see previous issues and reconnect with the previous supporter.	Accounts.livechatinc.com	HTTP	3 years
lc2_cst	Stores a unique ID string for each chat-box session. This allows the website-support to see previous issues and reconnect with the previous supporter.	accounts.livechatinc.com	HTTP	3 years
_livechat	Used to hide the user's personal customisation of LiveChat.	livechatinc.com	HTTP	3 years
CASID	Allows the website to recognise the visitor, in order to optimize the chat-box functionality.	api.livechatinc.com	HTTP	Session

2.2.3 Analytics cookies

Analytics cookies help website owners to understand how visitors interact with websites by collecting and reporting information anonymously.

Cookie Name	Function	Provider	Type	Lifespan
_dc_gtm_UA-#	Used by Google Tag Manager to control the loading of a Google Analytics script tag.	acpe.edu.au	HTTP	1 day
_ga	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	acpe.edu.au	HTTP	2 years
_gat	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	acpe.edu.au	HTTP	1 day
_gid	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	acpe.edu.au	HTTP	1 day
livechat_has_visited	Identifies the visitor across devices and visits, in order to optimize the chat-box function on the website.	secure.livechatinc.com	HTM	
collect	Used to send data to Google Analytics about the visitor's device and behaviour. Tracks the visitor across devices and marketing channels.	google-analytics.com	Pixel	Session
scroll	Registers if the website's scroll-depth detection is active - This function remembers how far the user has scrolled on the current session across the website's sub-pages.	acpe.edu.au	HIT	session
st_shares_#	Unclassified	acpe.edu.au	HTML	Persistent
ub-emb-id	Enables the website to make variations of their landing-page. This is used to minimize bounce-rates, which means that fewer users leave the page immediately.	acpe.edu.au	HTML	Persistent

Cookie Name	Function	Provider	Type	Lifespan
_fbp	Used by Facebook to deliver a series of advertisement products such as real time bidding from third party advertisers.	acpe.edu.au	HTTP	3 months
_gcl_au	Used by Google Ad Sense for experimenting with advertisement efficiency across websites using their services.	Acpe.edu.au	HTTP	3 months
ads/ga-audiences	Used by Google Ad Words to re-engage visitors that are likely to convert to customers based on the visitor 's online behaviour across websites.	Google.com	HTTP	3 months
fr	Used by Facebook to deliver a series of advertisement products such as real time bidding from third party advertisers.	Facebook	HTTP	3 months
IDE	Used by Google DoubleClick to register and report the website user's actions after viewing or clicking one of the advertiser's ads with the purpose of measuring the efficacy of an ad and to present targeted ads to the user.	DoubleClicknet	HTTP	1 year
is_smartpush	Registers a unique ID that identifies a returning user's device. The ID is used for targeted ads.	Google.com	HTTP	6 months
NID	Registers a unique ID that identifies a returning user's device. The ID is used for targeted ads.	Google.com	HTTP	6 months
Pardot	Used to identify the visitor across visits and devices. This allow s the website to present the visitor with relevant advertisement - The service is provided by third party advertisement hubs, w h ich facilitate real-time bidding for advertisers.	Pardot.com	HTTP	1 day
st_samesite	Used by ShareThis to track visitor's website navigation and preferences - This is used for internal statistics and marketing.	consensu.org	HTTP	Session
test_cookie	Used to check if the user's brow ser supports cookies.	DoubleClicknet	HTTP	1 day
tr	Used by Facebook to deliver a series of advertisement products	Facebook	Pixel	Session

	such as real time bidding from third party advertisers.			
VISITOR_INFO1_LIVE	Tries to estimate the users' bandwidth on pages with integrated You Tube videos.	youtube.com	HTTP	179 days
YSC	Registers a unique ID to keep statistics of what videos from You Tube the user has seen.	youtube.com	HTML	Session
yt-remote-cast-installed	Stores the user's video player preferences using embedded You Tube video	youtube.com	HTML	Persistent
yt-remote-connected-devices	Stores the user's video player preferences using embedded You Tube video	youtube.com	HTML	Persistent
yt-remote-device-id	Stores the user's video player preferences using embedded You Tube video	youtube.com	HTML	Persistent
yt-remote-fast-check-period	Stores the user's video player preferences using embedded You Tube video	youtube.com	HTML	Session
yt-remote-session-app	Stores the user's video player preferences using embedded You Tube video	youtube.com	HTML	Session
yt-remote-session-name	Stores the user's video player preferences using embedded You Tube video	youtube.com	HTML	Session

2.2.4 Marketing Cookies

Marketing cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more valuable for publishers and third party advertisers.

2.3 Managing Cookies

When you first access the College website, you may receive a message advising you that cookies and similar technologies are in use. By clicking "accept", closing the message, or continuing to browse the site, you signify that you understand and agree to the use of these technologies, as described in this Cookie Policy.

You may withdraw consent at any time. Most browsers allow you to refuse to accept cookies. You can also remove cookies from your browser settings. Be aware that disabling cookies may affect the functionality of this and many other websites you visit. Therefore, it is recommended that you do not disable cookies.

Please see the following links for information on how to manage, block, or delete cookies for the most popular browsers:

- i. **Microsoft Internet Explorer:**
<https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>
- ii. **Google Chrome:**
<https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&hl=en>
- iii. **Mozilla Firefox:**
<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>
- iv. **Apple Safari:**
<https://support.apple.com/en-gb/guide/safari/sfri11471/mac>

By using our website you confirm that you have read this policy and allow us to use cookies in order to provide you with the best user experience possible. For more information about how we use information we obtain about you, please read our Privacy Policy and Privacy Procedure.

4 Related Documents

College policies and procedures:

- ACPE Privacy Policy
- ACPE Privacy Procedure
- Staff Code of Conduct

Legislation:

- [Privacy Act 1988 \(Commonwealth\)](#)
- [Privacy and Personal Information Protection Act 1998 \(NSW\)](#)
- [Australian Privacy Principles](#)
- [Health Records and Information Privacy Act 2002 \(NSW\)](#)
- [Government Information \(Public Access\) Act 2009 \(NSW\)](#)

5 Document Administration

Policy Name & Code:		Cookies Statement (POL-XX)	
Policy Owner:		CEO and Dean	
Approval Authority:		Board of Directors	
Next Review:		September 2023	
Approval Date	Effective Date	Version	Summary of changes
xx xx xx	Xx xx xx	1	Document developed.

* Unless otherwise indicated, this policy will still apply beyond the review date.