

# Maintains Programme

Privacy and cookies policy

Oxford Policy Management

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Version 1.0

## 1. Privacy Policy

Oxford Policy Management Limited (“OPM”, “we”, “us”, “our”) respects your privacy and is committed to protecting your personal data. The Maintains Programme is carried out by OPM, and is funded by the UK Department for International Development (DFID), and this policy describes how OPM deals with personal data for the Project.

At this point in time we will not collect or process personal data from you when you visit our website (regardless of where you visit it from). You may interact with OPM in other ways, for instance, you are a member or staff or have enrolled to participate in an OPM event in which case there may be a separate privacy policy which describes how we use that data.

We keep our privacy policy under regular review. This version (1.0) is the first version of the policy and was last updated on 27 March 2020. When the policy is updated, historic versions can be obtained by emailing us at [dataprotection@opml.co.uk](mailto:dataprotection@opml.co.uk).

### Complaints

You have the right to make a complaint at any time to your data protection supervisory authority. In the UK, this is the Information Commissioner's Office or ICO ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO or other supervisory authority, so please contact us in the first instance.

### Third-party links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## 2. Cookie policy

### What are Cookies?

Cookies are small text files (letters and numbers) that the Maintains website stores 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. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to us about the people who use our sites.

### How do we use them?

Our website uses cookies to distinguish you from other users of our website and to provide you with a good experience when you browse our websites.

We do not use a plugin to generate social sharing icons and do not store any cookies or visitor information from this.

## What types of Cookies do we use?

We use the following cookies:

- **Analytical / performance cookies:** They allow us to collect information in an anonymous form about how visitors use our sites including by recognising and counting the number of visitors to our site and seeing how visitors move around it. This helps us to improve the way our website works, for example, by ensuring that visitors easily find what they are looking for. We use Google Analytics to do this: view privacy details of [Google](#) and additional methods to [opt out](#) of their tracking here.
- **Functionality cookies:** These are used to enhance visitor experience and recognise you when you return to our website. The table below shows the cookies we use and their function:

You will need to either accept or decline the cookies we use.

Cookie name	Expires	Purpose
<b>_ga</b>	Two years	This cookie is installed by Google Analytics. The cookie is used to calculate visitor, session, campaign data and keep track of site usage for the site's analytics report. The cookies store information anonymously and assign a randomly generated number to identify unique visitors.
<b>_gat</b>	One minute	This cookie is installed by Google Universal Analytics to throttle the request rate to limit the collection of data on high traffic sites.
<b>_gid</b>	One day	This cookie is installed by Google Analytics. The cookie is used to store information of how visitors use a website and helps in creating an analytics report of how the website is doing. The data collected including the number of visitors, the source they have come from, and the pages visited in an anonymous form.
<b>cookielawinfo-checkbox-necessary</b>	One hour	This cookie is set by GDPR Cookie Consent plugin. The purpose of this cookie is to check whether or not the user has given consent to the usage of cookies under the category 'Necessary'.
<b>cookielawinfo-checkbox-non-necessary</b>	One year	This cookie is set by GDPR Cookie Consent plugin. The purpose of this cookie is to check whether or not the user has given the consent to

		the usage of cookies under the category 'Non-Necessary'.
<b>PHPSESSID</b>	When the user's browser is closed.	This cookie is native to PHP applications. The cookie is used to store and identify a user's unique session ID for the purpose of managing a user session on the website. The cookie is a session cookie and is deleted when all the browser windows are closed.
<b>viewed_cookie_policy</b>	One hour	The cookie is set by the GDPR Cookie Consent plugin and is used to store whether or not the user has consented to the use of cookies. It does not store any personal data.

## How do I change my cookie settings?

When you first enter the Maintains website, you will be prompted to accept the use of necessary cookies and given options on whether or not to accept non-necessary cookies.

You can also block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. Most web browsers allow some control of most cookies through the browser settings. The Help function within your browser should tell you how to do this. Alternatively, you may wish to visit [www.aboutcookies.org](http://www.aboutcookies.org) which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your computer as well as more general information about cookies. For information on how to do this on the browser of your mobile phone you will need to refer to your handset manual.

Please be aware that restricting cookies may impact on the functionality and your experience of the Maintains website.

## Changes to Our Cookie Policy

Any changes to our Cookie Policy will be posted on our website.

For more information on how your personal data is used whilst visiting our site please see other sections of this policy.

## Contact

Any queries or concerns about the use of cookies on this website should be sent by email to [data.protection@opml.co.uk](mailto:data.protection@opml.co.uk)