

Cookies Policy

[This sample cookies policy is for website owners in European Member States who are required to provide clear and comprehensive information about any cookies they are using and obtain consent to store a cookie on a user or subscriber's device (there are some narrow exceptions to these requirements but more often than not they won't apply). This particular policy takes the example of a site that uses WordPress and Google Analytics. When considering the range of cookies that a WordPress site uses, don't forget to consider cookies that may be set by plugins or other services you're using in conjunction with your site. The page containing the cookies policy is linked to from a notification on the site concerning its use of cookies. See further the discussion of cookies in "Legal checks when building a content-driven WordPress website" at <http://wpandlegalstuff.com/legal-checks-when-building-a-content-driven-wordpress-website/>]

[Delete the comments above. Check all square bracketed text and comments in terms below. Amend as required. Delete square brackets and drafting comments. This sample policy should only be taken as a starting point. Laws on cookies may differ across jurisdictions. You may wish to consult a lawyer who is qualified in your jurisdiction.]

What are cookies?

1. Cookies are small text files that are stored on your computer or mobile device when you visit or undertake certain activity on some websites. For further information about cookies, please see <http://www.allaboutcookies.org>.
2. If you have any questions regarding our use of affiliate links, please contact us at *[insert email address]*.

What cookies are used on this website?

3. This website runs on WordPress and uses Google Analytics for statistical purposes. Both generate cookies.
WordPress
4. WordPress uses cookies for authentication-related purposes, for customised administration interface views and for comments.
5. As explained in the WordPress Codex:
 - (a) on login WordPress uses the `wordpress_[hash]` cookie to store your authentication details. Its use is limited to the admin console area, `/wp-admin/`; and
 - (b) after login, it sets the `wordpress_logged_in_[hash]` cookie, which indicates when you're logged in, and who you are, for most interface use.
6. WordPress also sets a few `wp-settings-{time}-[UID]` cookies. The number on the end is your individual user ID from the users database table. This is used to customise your view of the admin interface, and possibly also the main site interface.
7. These cookies are only relevant for people who are registered users of a WordPress site. They are not relevant to you, and are not set on your computer, if you are only viewing a WordPress site.
8. WordPress also generates cookies for those who comment on a site. This is to save visitors from having to re-type all their information again when they want to leave another comment. Three cookies are set for commenters:
 - (a) `comment_author`
 - (b) `comment_author_email`
 - (c) `comment_author_url`
9. The commenter cookies are set to expire a little under one year from the time they're set.

Google Analytics

10. Google Analytics tracking is used on this site. Google Analytics uses cookies to track visitor interaction, such as unique visitors, activity and traffic source. Information is collected anonymously by Google Analytics and no personal information is collected. This information provides us with reports to help to improve the site. The cookies are called:
 - (a) __utma
 - (b) __utmt
 - (c) __utmb
 - (d) __utmz
 - (e) __utmv
 - (f) __utmz
 11. The cookies will remain on your computer or mobile device for a maximum of 2 years (the lifetime of the different cookies ranges from 10 minutes to 2 years, depending on the cookie).
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Controlling cookies

12. If you wish, you can delete any cookies already set, and prevent any further cookies from being set, by using the Internet options in your browser.
 13. You can opt out of Google Analytics for all websites by downloading and installing a browser add-on: <https://tools.google.com/dlpage/gaoptout>. For further information on Google Analytics' cookies, see this Google developers page: <http://bit.ly/1dm9wka>
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Get in touch

14. Feel free to get in touch if you have any questions or feedback regarding our use of cookies. You can contact us at *[insert contact details]*
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Changes

15. We may make changes to this Cookies Policy from time to time. Any changes will be posted on this website.
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Changelog *[make this a link to a page that contains the dates and summaries of changes to this policy over time, or set out summaries of such changes below this heading (I suggest in a different typeface, such as Courier, to distinguish the change log content from the policy itself)]*