

## DPC Guidance - Cookies Policy updates

One of the most common ways for personal data to be collected online is through website cookies. Cookies can do a number of things such as remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website etc.

Organisations have to provide clear and comprehensive information about the way they use cookies and ensure that for any cookie not strictly necessary for their website, they give you an appropriate means of consenting to that cookie being set on your device.

That being said and to ensure the Society's Cookies Policy for each relevant business area remains accurate and up to date, DPCs are asked to follow the below process flow:

- Make sure your relevant business area is aware that any changes to your website could impact the Cookies policy
- Any changes should be notified to the DPC/Deputy DPC
- DPC/Deputy DPC should then notify the Data Protection team during their 6 monthly compliance meeting
- Ensure this is captured on the completed checklist in advance of the meeting
- The Society's Cookies policy will be then updated accordingly.

