

## Cookie Policy

Authorised By: Chief Information Officer

*See Records Management System note on the master controlled document for evidence of authorisation*

Custodian: Information Coordinator

To be advised of amendments: All staff

Location of Controlled Document: Records Management System  
Intranet  
Internet

**CONTROLLED DOCUMENT** - Amendments to be made by Custodian/s only.  
**Hard copies are not controlled and may not be a current revision**

Record Table for Review of Procedures/Forms/Documents

Revision	Review Due Date	Date Reviewed/ Amended	Reviewer (Title)	Procedure Re-issued? (Yes/No)	Comments
A	Jun 2020				

**This policy is written for display on any and all LMW websites**

## Purpose

The purpose of this policy is to inform when and why cookies are used by LMW on our websites, applications, advertisements and related network services.

## Scope

This policy applies to all instances of cookie use across any of LMW's computer and network services.

## What is a Cookie?

Cookies are small data files that are stored on your web-enabled device via your web browser. They allow servers hosting website content to recognise visitors and remember their activity.

Cookies may last for the duration of your visit or longer allowing the server to recognise visitors over multiple visits.

Cookies are stored separately for each web browser used and cookies stored via one browser will not usually be available via other web browsers on the same device.

## Why do we use Cookies?

We use cookies to distinguish you from other users of our website. This assists us provide you with a good experience when you browse our website and it allows us to improve the site. The cookies we use enable us to recognise your device so you don't have to give the same information several times during one task. They also recognise when you have given your username and password so you don't need to do it for every web page that you visit. They also measure how many people use our websites so that we can make them easier to use and ensure there's enough capacity to make the site fast.

Certain cookies contain personal information, for example if you click on a "remember me" button when you login, a cookie will store your username or other unique identifier.

Most cookies will not collect information that personally identifies you. They will collect more general information such as how users arrive at and use our websites, or a user's general location.

## What Cookies to we use?

**Strictly necessary cookies:** These are cookies that are required for the operation of our websites. Without these cookies, parts of our websites would not function. They include, for example, cookies that enable you to log into secure areas of our websites or maps displaying location information.

**Functional cookies:** These cookies are used to recognise your device when you return to our website. This enables us to remember your preferences and provide more personal features to you.

**Analytical performance cookies:** These are cookies that allow us to recognise and count the number of visitors to this website and see how visitors move around the website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

**Tracking cookies:** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the content displayed on it more relevant to your interests. We may also share this information with third parties for this purpose

### Does anyone else use Cookies on our website?

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies on our website. For example, search engines may use a profile they have built on sites that you have previously visited to present you with more relevant content during your visit to our website.

### We have no control over third-party cookies.

These cookies are likely to be analytical/performance cookies or tracking cookies.

Third-party cookies cannot be used to identify you personally; they can only be used for statistical analysis, for example to provide you with adverts that are more relevant to your interests.

The Australian Digital Advertising Alliance has developed a website - [www.youronlinechoices.com.au](http://www.youronlinechoices.com.au) - to educate consumers about these types of cookies, including frequently asked questions, how the technology works, and how and why you may wish to opt out.

Please note that if you opt out of third-party advertising cookies, your content might not be tailored to you.

### Similar Technologies

In addition to cookies, we may use other similar tracking technologies on our services, such as pixel tags (also known as clear GIFs or pixels). We use these technologies to perform similar functions to cookies, such as track user movement and activity across our websites, newsletters and other services, or to improve our understanding of things like site traffic, visitor behaviour and promotional campaigns. Pixel tags are small blocks of code installed in or on a web page, mobile app, or content and are a method for passing information from your device to a third-party website.

## How to control and delete cookies

We will not use cookies to collect personally identifiable information about you.

However, if you wish to restrict or block the cookies which are set by our website, or any other website, you can do this through your browser settings. The “Help” function within your browser should tell you how to activate the setting on your browser that allows you to refuse the setting of all or some cookies.

Alternatively, you may wish to visit [www.aboutcookies.org](http://www.aboutcookies.org) which contains information about how to restrict or block cookies on a wide variety of browsers. You will also find information about how to delete cookies from your machine as well as more general information about cookies.

Please note that if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our sites.

## Does this Policy change?

We may change this Cookie Policy at any time. Please refer to the date at the top of this document to see when this Cookie Policy was last updated. Any changes in this Cookie Policy will become effective when we make the revised Cookie Policy available.

If you have any further queries about this policy, or would like to make a complaint, please contact us at [privacy@lmw.vic.gov.au](mailto:privacy@lmw.vic.gov.au).

## References

- (a) Privacy and Data Protection Act 2014
- (b) Health Records Act 2001
- (c) Privacy by Design (effective Privacy management in the Victorian public sector)
- (d) Charter of Human Rights and Responsibilities Act 2006

## Documents / Forms

CTD/003043: Privacy and Data Protection Policy

## Review

It is the responsibility of the Custodian of this policy to ensure it is reviewed as per the review due date listed in the record table (if there is one) or per the metadata of the master controlled document within the Records Management System.

The people listed as “to be advised of amendments” must alert the Custodian to the need for review if any amendments are required before the review due date.