

COOKIE POLICY

OF WEB APP TIMELINE MATTERS

(“Policy”)

Latest update: 1st March 2021

OUR WEB APP TIMELINE MATTERS USES COOKIES TO DISTINGUISH YOU FROM OTHER USERS. THIS HELPS US TO PROVIDE YOU WITH GOOD EXPERIENCE WHEN YOU USE TIMELINE MATTERS AND ALLOWS US TO IMPROVE IT. PLEASE READ THIS POLICY TO SEE WHAT OPTIONS YOU HAVE TO CONTROL THEM.

FULL TEXT

SUMMARY

1. WHAT ARE COOKIES?

1.1 A cookie is a small file of letters and numbers, that is stored on your computer or other device when websites are loaded in a browser. They are widely used to “remember” you and your preferences.

A cookie is a simple computer file made of text. This information is used to personalise the experience of using the Timeline Matters.

1.2 They ensure a consistent and efficient experience for visitors, and perform essential functions such as allowing users to register and remain logged in. Cookies may be set by the site that you are visiting (known as “**first party cookies**”), or by third parties, such as those who serve content or provide advertising or analytics services on the website (“**third party cookies**”).

Cookies do a lot of different jobs which make your experience on Timeline Matters much smoother and more interactive.

2. WHAT COOKIES DO WE USE AND FOR WHAT PURPOSE?

2.1 **Non-essential.** These cookies are non-essential for Timeline Matters to work.

2.2 **Analytical or performance cookies.** Performance cookies collect information on how users interact with Timeline Matters. We use these details to improve how Timeline Matters functions and to understand how users interact with it.

2.3 Functionality cookies. These cookies are used to store preferences set by users such as account name, language, and location.

2.4 Security cookies. We use these cookies to help identify and prevent potential security risks.

2.5 Cookies we use:

Cookies	Type of cookie	The purpose of using them	Expiry
_hjClosedSurveyInvites	Analytical	It is used to ensure that the same invite does not reappear if it has already been shown.	365 days
_hjDonePolls	Analytical	It is used to ensure that the same survey does not reappear if it has already been filled in.	365 days
_hjMinimizedPolls	Analytical	Hotjar cookie that is set once a visitor minimizes an On-site Survey widget. It is used to ensure that the widget stays minimized when the visitor navigates through your site.	365 days
_hjShownFeedbackMessage	Analytical	This is done so that the Incoming Feedback will load as minimized immediately if the visitor navigates to another page where it is set to show.	365 days
_hjid	Analytical	It is used to persist the Hotjar User ID, unique to that site on the browser. This ensures that behaviour in subsequent visits to the same site will be attributed to the same user ID.	365 days
_hjRecordingLastActivity	Analytical	This gets updated when a visitor recording starts and when data is sent through the WebSocket (the visitor performs an action that Hotjar records).	Session
_hjTLDDTest	Analytical	When the Hotjar script executes we try to determine the most generic cookie path we should use, instead of the page hostname. This is done so that cookies can be shared across subdomains (where applicable).	Session

			To determine this, we try to store the _hjTLDDTest cookie for different URL substring alternatives until it fails. After this check, the cookie is removed.	
_hjUserAttributesHash	Analytical		User Attributes sent through the Hotjar Identify API are cached for the duration of the session in order to know when an attribute has changed and needs to be updated.	Session
_hjCachedUserAttributes	Analytical		This cookie stores User Attributes which are sent through the Hotjar Identify API, whenever the user is not in the sample. These attributes will only be saved if the user interacts with a Hotjar Feedback tool.	Session
_hjLocalStorageTest	Analytical		This cookie is used to check if the Hotjar Tracking Script can use local storage. If it can, a value of 1 is set in this cookie. The data stored in _hjLocalStorageTest has no expiration time, but it is deleted almost immediately after it is created.	Under 100ms
_hjIncludedInPageviewSample	Analytical		This cookie is set to let Hotjar know whether that visitor is included in the data sampling defined by your site's pageview limit.	30 minutes
_hjIncludedInSessionSample	Analytical		This cookie is set to let Hotjar know whether that visitor is included in the data sampling defined by your site's daily session limit.	30 minutes
_hjAbsoluteSessionInProgress	Analytical		This cookie is used to detect the first pageview session of a user. This is a True/False flag set by the cookie.	30 minutes
_hjFirstSeen	Analytical		This is set to identify a new user's first session. It stores a true/false value, indicating whether this was the first time Hotjar saw this user. It is used by Recording filters to identify new user sessions.	Session

hjViewportId	Analytical	This stores information about the user viewport such as size and dimensions.	Session
_hjRecordingEnabled	Analytical	This is added when a Recording starts and is read when the recording module is initialized to see if the user is already in a recording in a particular session.	Session

3. HOW CAN YOU MANAGE COOKIES?

- 3.1 **Removing cookies from your device.** You can delete all cookies that are already on your device by clearing the browsing history of your browser. This will remove all cookies from all websites you have visited. This way you may also lose some saved information (e.g. saved login details, site preferences).
- 3.2 **Turn on-off cookies.** You can turn the cookies 'On' or 'Off by changing the settings on your browser', then saving it. You may need to refresh your page for your settings to take effect.
- 3.3 **Rejecting cookies.** You can choose to reject or block all cookies set by Timeline Matters. Please note that most browsers automatically accept cookies. Therefore, if you do not wish cookies to be used, you may need to actively delete or block the cookies. If you reject the use of cookies, you will still be able to use Timeline Matters but some of the functions may not work correctly.