# Toolbar Cookie Policy

*Last updated: December 2021*

# Cookie Policy

## The Recite Me toolbar uses two first-party cookies across the extent of the service.

The role of these cookies is to store the toolbar user's accessibility settings, namely:
- Whether they want the Recite Me toolbar to load automatically (Recite.Persist)
- What accessibility adjustments the user's made using the toolbar, such as font-sizes or colours (Recite.Preferences)

| Cookie Name | Type | Expiry | Purpose | Category | Secure* | Same Site |
|---|---|---|---|---|---|---|
| Recite.Persist | 1st Party | 365 days | Allows the toolbar to persist across subsequent web pages on client site once toolbar launched. | Strictly Necessary | False | Strict |
| Recite.Preferences | 1st Party | 365 days | Allows user-selected settings to auto-load on subsequent web pages on a client site once toolbar launched. | Strictly Necessary | False | Strict |

*False by default to support non-HTTPS websites but can be enabled through toolbar options if secure flag is required

## Are these cookies dropped automatically, or user-initiated?

They're both user-initiated – so website users that don't launch the toolbar won't ever see a Recite Me cookie. The first cookie (Recite.Persist) is deployed when the toolbar is launched by the user; it simply tells the browser that the user wants to toolbar to be active, so when they return to the website we can load the toolbar automatically for them.

The second cookie (Recite.Preferences) is only deployed when a user makes a choice, such as selecting a background colour or a text size. It remembers the user's accessibility settings so that they can be loaded again automatically when they revisit the website. If a user launches the toolbar but never uses it, the cookie will not be deployed. If the user closes the toolbar, this cookie is deleted.

## Do I need to add your cookies to my cookie policy or collect user consent for these cookies?

No. Because our cookies are essential to the provision of the service (the toolbar can't work without them) and they're not used for any form of identification (eg they're not a tracking cookie) – they qualify for an exemption under the 'strictly necessary' category provided by the Information Commissioner's Office. This means user consent collection is not required for these cookies, because they don't do anything other than something functional to allow a user to operate the toolbar service.

You can find out more about the 'strictly necessary' exemption here: https://ico.org.uk/for-organisations/guide-to-pecr/guidance-on-the-use-of-cookies-and-similar-technologies/what-are-the-rules-on-cookies-and-similar-technologies/

You can still list our cookies in your cookie policy if you wish. We've provided a table above in case you want the details of each cookie to let your users know more about them and what they do.

## I have a question about the Recite Me toolbar's cookies. Who can I contact?

If you need any further information about how Recite Me deploys cookies in the course of its services, you can contact your customer success manager or sales representative at any time.

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