

Cookie Policy for Fortis by Professional Passport

Last Updated: 29/07/25

This Cookie Policy explains how Professional Passport Shield ("we", "us", "our") uses cookies and similar tracking technologies on our website, <https://fortis.professionalpassport.com> (the "Website"). This policy should be read alongside our Privacy Policy and Terms and Conditions.

1. What Are Cookies?

Cookies are small text files that are placed on your computer, smartphone, or other device when you visit a website. They are widely used to make websites work efficiently, provide reporting information, and help remember your preferences to improve your user experience.

We also use similar tracking technologies, such as web beacons, pixels, and local storage, which function similarly to cookies. For simplicity, we refer to all these technologies as "cookies" in this policy.

2. How We Use Cookies

We use cookies for the following purposes:

- Essential / Strictly Necessary Cookies: These are required for the technical operation of our Website and to provide you with the services you have requested (e.g., logging into your secure payroll account). They enable core functionality such as security, network management, and load balancing. You cannot disable these cookies as the Website cannot function without them.
- Analytical / Performance Cookies: These allow us to recognise and count the number of visitors and see how they move around our Website. This helps us improve how our Website works, for example, by ensuring users find what they are looking for easily. These cookies are anonymised and do not identify you personally.
- Functionality Cookies: These are used to recognise you when you return to our Website and to remember choices you make (such as your username, language, or region). This enables us to personalise our content for you and greet you by name.
- Targeting / Advertising 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 any advertising displayed on it more relevant to your interests. Note: As a B2B payroll

service, we typically do not use extensive advertising cookies. This section may not be applicable.

3. Types of Cookies We Use

The table below provides more detail about the cookies we use and why.

Cookie Category	Cookie Name	Purpose & Description	Duration	Provider
Essential	sessionid, csrftoken	These are necessary for the secure operation of the Website. They manage your logged-in session and help prevent cross-site request forgery (CSRF) attacks.		
Essential	cookie_consent	Remembers your cookie preference choices so you are not asked to consent again on every page.	1 Year	Fortis by Professional Passport
Analytics	_ga, _gid	Used by Google Analytics to distinguish unique users and track user sessions.	2 Years, 24 Hours	Google
Analytics	_gat	Used by Google Analytics to throttle the request rate, limiting the collection of data on high-traffic sites.	1 Minute	Google
Functionality	preferred_currency	Remembers your preferred currency setting if you have selected one.	1 Year	Fortis by Professional Passport

This table is an example. You must conduct a cookie audit of your own website to populate it accurately.

4. How to Manage Your Cookie Preferences

When you first visit our Website, you will see a cookie banner or cookie preference centre. This allows you to consent to the use of non-essential cookies (like Analytics and Targeting cookies) before they are set.

You can change your cookie preferences at any time by:

- Clicking on the "Cookie Settings" or "Manage Consent" link, usually found in the website footer.

- Adjusting the settings in your browser to refuse all or some cookies, or to alert you when websites set or access cookies.

How to manage cookies in your browser: Most web browsers allow you to control cookies through their settings. The links below provide information on how to do this for popular browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Apple Safari
- Opera

To find information relating to other browsers, visit the browser developer's website.

You can also opt-out of being tracked by Google Analytics across all websites by visiting: <http://tools.google.com/dlpage/gaoptout>.

Please note: If you choose to disable or delete cookies, some features of our Website may not function correctly. Parts of the Website may not be secure, and you may not be able to use our payroll services, which rely on essential cookies to maintain security and your login session.

5. Changes to This Cookie Policy

We may update this Cookie Policy from time to time to reflect changes in technology, legislation, or our data practices. We will post the updated version on this page with a new "Last Updated" date. We encourage you to review this policy periodically to stay informed.

6. Contact Us

If you have any questions about our use of cookies or this policy, please contact us at:

Email: privacy@professionalpassport.com

Post: The Data Protection Officer, Professional Passport Shield Ltd, 8 The Manor, Shinfield, Reading, England, RG2 9DP

Key Implementation Steps:

1. **Conduct a Cookie Audit:** Use a tool to scan your website and generate a complete list of all active cookies. This is the most critical step.
2. **Implement a Consent Management Platform (CMP):** You must have a cookie banner that:
 - Blocks non-essential cookies before consent is given.
 - Provides a clear link to this Cookie Policy.
 - Allows users to easily accept all, reject all, or manage their preferences by category.
3. **Populate the Table:** Fill in the table in Section 3 with the real data from your audit.
4. **Keep it Updated:** Re-scan your website regularly, especially after any development work, to ensure your policy remains accurate.