SAGE UNIVERSITY COOKIE POLICY

Last Updated: 09 July 2020

We use cookies and similar technologies within Sage University ("**Sage U, Sage University"**) (i) to enable it to function correctly; (ii) to analyse the use of Sage U and make improvements; and (iii) for marketing purposes.

Cookies are small text files which are placed on your device when you visit Sage U to collect and store information. Some cookies are temporary cookies, which are deleted each time you leave Sage U (known as 'session cookies') and some are 'persistent cookies', which enable Sage U to "remember" you and which will stay on your device between visits.

We also use similar technologies such as JavaScript and other tracking code to compile information about the use of Sage U.

Further information on how and why we use cookies and similar technologies ("**Cookies**") is set out below.

Who sets and controls Cookies on Sage University?

The Cookies are either set and controlled by us directly or by third parties acting on our behalf.

Cornerstone OnDemand Inc ("**Cornerstone**") host the websites and portals which make up Sage U and use Cookies that are essential for the proper functioning of Sage University.

We also use Google to set Cookies in order to analyse your use of Sage U.

What types of Cookies are used on Sage U?

Sage University uses the following types of Cookies:

Strictly Necessary Cookies
These Cookies are essential as they enable you to use and access Sage U. Without them, many services available through Sage U would not work properly. For example, we use Cookies to remember items added to your basket and to launch learning modules. As these Cookies are necessary for the proper functioning of Sage U, these Cookies cannot be switched off.

Performance Cookies
These Cookies collect information about how you use Sage U. The information collected is used to improve Sage U. For example, we might use the information we collect to change the layout of Sage U or make things more easily searchable. Without these Cookies, we cannot learn how Sage U is performing and make relevant changes to improve your user experience.

Cookies change and their names and descriptions are not very user-friendly for most people, so please find the following list which outlines the typical cookies used on Sage U. If you want to see the Cookies currently used on Sage U, they should be visible through your browser. (Please see below for instructions.)

Name of Cookie	Type of Cookie	Cookie controller	Purpose	Duration
cscx	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
_accss	Strictly Necessary	Cornerstone	Delivery of Sage U – allows for automated launch of Solutions.	Session Cookie
anon_users_cart_cookie	Strictly Necessary	Cornerstone	Delivery of Sage U – allows for items to remain in cart.	Session Cookie
ASP.NET_SessionId	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
c-n-s	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
c-s	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
CYBERU	Strictly Necessary	Cornerstone	Delivery of Sage U – timeouts session due to inactivity.	Session Cookie
CYBERU_lastculture	Strictly Necessary	Cornerstone	Delivery of Sage U – loads page in local language.	10 days
CyberUErrorMessage	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
loginCyberU_LogoutRedirectUrl	Strictly Necessary	Cornerstone	Delivery of Sage U.	60 days
QS_COOKIE_ENC	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
SessionGuid	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
csod_help	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
wm-ds-b	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
wm-ds-lb	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
wm-ds-lbp	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
wm-dmn	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
wm-ds-lfb	Strictly Necessary	Cornerstone	Delivery of Sage U.	1 day
wm-ds-s	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
wm-fgug	Strictly Necessary	Cornerstone	Delivery of Sage U.	10 years
wm-po-p	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
wm-po-q	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
wm-po-r	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
wm-prsst	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie

wm-ssn	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
wm-ueug	Strictly Necessary	Cornerstone	Delivery of Sage U.	10 years
wm-ueuT	Strictly Necessary	Cornerstone	Delivery of Sage U.	Session Cookie
_utma	Analytics	Cornerstone	Collection of information about how visitors use Sage U. Cornerstone use the information to improve their products and services.	Persistent
_utmb	Analytics	Cornerstone	Collection of information about how visitors use Sage U. Cornerstone use the information to improve their products and services.	Persistent
_utmt	Analytics	Cornerstone	Collection of information about how visitors use Sage U. Cornerstone use the information to improve their products and services.	Persistent
_utmz	Analytics	Cornerstone	Collection of information about how visitors use Sage U. Cornerstone use the information to improve their products and services.	Persistent
_ga	Analytics	Cornerstone	Collection of information about how visitors use Sage U. Cornerstone use the information to improve their products and services.	Persistent
Tracking code embedded into Sage U	Performance and Marketing	Google Inc (Google Analytics)	Collection of information about how visitors use Sage U. We use the information to compile reports and to help us improve Sage U. We have set the Google analytics tool to anonymise IP addresses. The Cookies collect information in an anonymous form, including the number of visitors to Sage U, where visitors have come to the site from and the pages they visited etc.	N/A – tracking code is always present but does not track individual user behaviour between sessions.

On what basis are we permitted to use Cookies and can disable them?

You will be asked to consent to the use of Cookies by way of a cookie information banner upon your first use of Sage University. You will be able to modify your choice of Cookies and withdraw your consent at any time, except in respect of 'Strictly Necessary Cookies'.

You can also withdraw consent through modifying the settings of your browser to reject or disable Cookies. If you choose to decline Cookies, you may not be able to fully experience the features of Sage U. To access your browser's Cookie settings, this will likely be found under your browser's main settings. Please note, browser setting may differ between browser manufacturers and the best way to obtain the most up to date version is to visit the manufacturer's support page.

For more information about cookies, please see the ICO website https://ico.org.uk/for-organisations/guide-to-pecr/cookies-and-similar-technologies/.

You can also use privacy-friendly search engines, privacy-friendly browsers and/or privacy add-ons to some browsers to help block tracking requests generally. Search online for the options to see what works best for you.

Further information

If you have any queries about this cookie policy, please write to our Data Protection Officer at Level 11, The Zenith Tower B, 821 Pacific Highway, Chatswood NSW Australia 2067 or send an email to dataprotection.apac@sage.com.