Cookie Policy

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Approval authority	Nicholas Ryan, Director
Next review	June 2027, or earlier following a material change
Review version	v0.2 — website publication copy

Proposed public policy wording for review. This revision does not replace the issued policy until approval and publication are recorded.

Cookie Policy

This Cookie Policy explains the current website position on cookies and similar storage/access technologies, and the controls that apply before website features or providers change. It should be read with the Privacy Notice.

Purpose

This policy is intended for website users and must describe the technologies actually used. A consent banner is needed only where required by the deployed technologies and the applicable rules; the presence or absence of a banner alone does not establish compliance.

A cookie audit should be maintained separately to confirm the exact cookies, providers and purposes in use.

Scope

This policy applies to the Ignite Talent Group website pages that link to it and use the configuration described below. Separate group websites or landing pages may have different settings and their own cookie information. External destinations are covered by their providers' notices. The website controller is Ignite Talent Group Ltd, company number 16657250, ICO reference ZC135847, whose registered office is C/O Burton Varley Ltd, The Counting House, 24 Richmond Road, Bowdon, Altrincham, England, WA14 2TT.

Policy commitments

- Use essential cookies where necessary to operate the website.
- Provide information about non-essential cookies where used.
- Seek consent for analytics, marketing or similar non-essential cookies where required.
- Where consent is required, allow users to refuse it and withdraw it as easily as it is given.
- Keep the cookie notice aligned with the website.

Responsibilities

Directors and senior leaders

- Set the policy direction, provide resources, and maintain accountability for the governance framework.
- Ensure material risks are reviewed and that controls remain proportionate to the size, risk profile and vertical activity of the group.

Managers and consultants

- Apply the policy in day-to-day recruitment, client, candidate and worker interactions.
- Keep records accurate and escalate gaps, concerns or client requirements promptly.

Employees, workers and representatives

- Act honestly, follow approved processes, protect confidential information and report concerns without delay.

How this policy is applied

Types of cookies

Cookies are small files stored on a device. Similar technologies include local or session storage and tools that access information on a device. The relevant rules depend on their purpose, not simply on whether a technology is called a cookie.

Current website configuration

The website configuration covered by this policy does not load Google Analytics, Google Tag Manager, advertising scripts, third-party analytics or JobAdder integrations/forms.

Website delivery and security are separate from advertising and visitor-tracking analytics. Hosting or security features may involve technical connection data and storage or access on your device. Their purposes and any associated choices must be explained in the applicable website privacy information. The absence of analytics does not mean that no personal data is processed.

Transmission or strictly necessary storage/access may qualify for an exception where it is genuinely required for the communication or a service the user requests. A label such as “security” does not by itself establish an exception. Any other exception must also meet its specific legal conditions.

Advertising, analytics, preference tools or additional embedded services are subject to review before being introduced. This is a future-change control, not a statement that those tools are presently deployed.

Cookie consent

Before deploying a storage/access technology, Ignite must identify whether consent is required or a valid exception applies. Where consent is required, the technology must not operate before the user has made a valid choice.

- Provide clear information and genuine acceptance and rejection choices; do not use pre-ticked options or infer consent from browsing.
- Make withdrawal as easy as consent and stop the consent-based storage/access when it is withdrawn.
- Keep appropriate evidence of consent and the configuration supporting it.

Where no consent-requiring technology is used, there is no need to seek consent for a service that is not deployed. Where an exception requires information or a simple means to object, those conditions must still be met. Browser settings can help users inspect or remove stored information, but are not a substitute for required site controls.

Third-party services

Hosting and security providers may process technical connection data to deliver and protect the site. Server-side logs are not necessarily cookies or device storage; personal data in them must still be addressed in the privacy information and appropriate provider arrangements.

A normal link to an external site or separately hosted document is not the same as embedding a third-party service in this site. After following an external link, the destination provider may use its own cookies or process information under its own notice. Opening a document link does not test that destination’s privacy settings.

JobAdder integrations/forms are not loaded by this website configuration. Separate use of JobAdder or other recruitment systems in the business is covered by the Privacy Notice and any relevant recruitment-specific privacy information.

Review and audit

Review this policy before changes to hosting, security settings, analytics, embedded content, job-platform integrations, forms or marketing tools are enabled, and at the scheduled review date.

- Maintain a dated record of the websites and configurations covered by this policy and review their settings when a material change is made.
- Identify any cookies and device storage by name, provider, purpose and duration, including items set only when a security challenge or other feature is triggered.
- Record relevant server-log processing and retention separately from cookies and device storage.
- Where required, publish the accurate inventory and choices, configure controls and test their behaviour before enabling the technology.
- Record approval and update this policy and the Privacy Notice where the processing changes.

Records and evidence retained

- Cookie audit.
- Cookie banner screenshots or configuration records.
- List of website technologies.
- Consent mechanism records where available.
- Policy review notes.

Reporting concerns

For questions about website cookies, technical personal data or your data-protection rights, contact dataprotection@ignitetalentgroup.co.uk. General compliance matters may still be directed to compliance@ignitetalentgroup.co.uk.

The Privacy Notice gives the data-protection complaints procedure and explains how to contact the ICO. A concern may also be raised under the Whistleblowing and Speak-Up Policy where appropriate.

Approval and review

Status	Approved
Approval authority	Nicholas Ryan, Director
For and on behalf of	Ignite Talent Group Ltd
Approval date	Not yet recorded
Previous issue	12 June 2026
Next review	June 2027, or earlier following a material change