

COOKIE NOTICE

This is the Cookie notice for <https://careers.sse.com>. It applies to information collected and used by SSE, which is a business unit of the SSE Group. When we refer to 'SSE', 'we', 'us', and 'our', we mean any of those SSE entities, as appropriate. This information is collected through instruments known as Cookies and various other technologies, collectively referred to in this Cookie Notice as 'Cookies'.

Please review this Cookie Notice and our Job Applicant Privacy Notice which can be found <https://bit.ly/2ODOsWo>

WHAT ARE COOKIES?

Cookies are small text files transferred and stored by your web browser to your computer or mobile device when you visit or use a website. Cookies allow websites to recognise your device and store some information about your preferences or past actions.

Cookies can be considered as 'first party' or 'third party' Cookies depending on the domain that places them. First party Cookies are Cookies set by a website visited by the user. Third party Cookies are set by a domain other than that of the website visited by the user, so if a user visits a website and a third-party organisation sets a Cookie through that website, this would be a third-party Cookie.

Cookies can also be considered as 'persistent' or 'session' Cookies depending on their duration. Persistent Cookies remain on a user's device for the time specified in those Cookies. They are activated every time that user visits the website that created the Cookies, until the Cookies expire or are disabled by the user. Session Cookies allow the actions of a user to be linked during a single browsing session. A session starts when a user opens a browser window and ends when the browser window is closed, following which all session Cookies are deleted.

WHY DO WE USE COOKIES?

We use Cookies and other similar technologies to collect information about your browsing activity and about the device you have used to access our website (including the make, model and operating system, IP address, browser type and mobile device identifiers) so we can provide essential features and functionality on our website:

- Make our website as easy and intuitive as possible for you to use
- Monitor and analyse website usage and performance so we can measure the effectiveness of our website and improve it (including security)
- Remember choices you make when visiting our website and recognise you when you return so you don't have to remind us
- Remember certain information about your browsing activity on our website, such as the web pages you have viewed and your preferences. This information can then be used to personalise and improve the way you interact with our website (for example, displaying content we think might be relevant to you based on your previous activity) and inform you of special offers and promotions tailored to your interests (where you have consented to receiving marketing communications from us).

The Cookies used on our website can be broken down into three categories:

- Strictly necessary
- Performance & Analytical Cookies

Strictly necessary

These Cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you that amount to a request for services, such as setting your privacy preferences, logging in or filling in forms.

You can set your browser to block or alert you about these Cookies, but then some parts of the site will not work.

Performance & Analytical

These Cookies allow us to count visits and traffic sources so we can measure and improve site performance. They help us to know which pages are the most and least popular and see how visitors move around the site.

If you do not allow these Cookies we will not know when you have visited our site and will not be able to monitor its performance.

COOKIE LIST

Strictly Necessary Cookies

Cookie Name	Cookie Description	Default Expiration Time	Host Website	Personal Data Stored in Cookie?
_clinch_session	This is essential functionality used by the Recruitment Marketing application to maintain a user's login session, whilst they are accessing the system. It is not stored beyond the login session's duration and does not store personal data.	Expires when session ends.	careers.sse.com	No
ctc_rejected	This cookie is used to	Expires when	careers.sse.com	No

	<p>record that recruitment marketing performance cookies have not been accepted, and to stop the Cookie Consent box from appearing.</p> <p>It is local to a user device – there is no PII and there is no record on the back end to match this candidate.</p>	session ends.		
Incap_ses	<p>Essential functionality installed by PageUp People’s Web Application Firewall (WAF) provider Incapsula, to support the functionality of WAF and in-turn the security of the application and data from potential attackers.</p>	Expires when session ends	*pageuppeople.com	No
visid_incap	<p>Essential functionality used by PageUp’s Recruitment Management application to ensure the security of the platform.</p>	12 months	*pageuppeople.com	No
ASPSESSIONID, _AntiXSRF, PUSessionXXX	<p>Essential functionality used by PageUp’s Recruitment Management application to maintain a user’s login session whilst they are accessing the system. It is not stored beyond the login session’s duration and does not store personal data.</p>	Expires when session ends	*pageuppeople.com	No
nlbi_XXX	<p>Essential functionality used to ensure proper load balancing of traffic on infrastructure. No personal data is stored.</p>	Expires when session ends	*pageuppeople.com	No

PU_XXX_Application FormLanguage	Tracks the user's preferred language. SSE only have a single language configured so the dropdown is not displayed to candidates, however the cookie is still required.	Expires when session ends	*pageuppeople.com	No
sLanguageCode	Used by PageUp's Recruitment Management application to ensure content is displayed in the correct language for the user.	1 year	*pageuppeople.com	No
Cc_cookie_*	Used to store user cookie consent user preferences	6 months	*pageuppeople.com	No
Cookietest	Placeholder cookie used to determine if any cookies are being blocked. Pages will check for the presence and content	24 hours	*pageuppeople.com	No

Performance and Analytical Cookies

Cookie Name	Cookie Description	Default Expiration Time	Host Website	Personal Data Stored in Cookie?
ctc	Cookie identifies the user if they had agreed to the cookie policy. Each time a user takes an action on the careers site, we examine the identifier in the cookie and look up the user.	24 months	careers.sse.com	No
ctc_session	Cookie that ties together all the activity (page views, forms, etc) and	15 minutes or when session ends	careers.sse.com	No

	interactions a visitor (identified by the “ctc” cookie above) in one session or visit to the site.			
_ga, _gat, _gid	Google analytics cookies, which are used to track analytics for web traffic. These cookies are used to collect information about how visitors use our website. The cookies collect information in a way that does not directly identify anyone, including the number of visitors to the website, where visitors have come to the website from and the pages they visited. Read Google’s overview of privacy and safeguarding data here .	24 hours	*pageuppeople.com	Yes
_hp2_XXX	Heap Analytics cookies- Used to track usage analytics for web traffic.	12 months	*pageuppeople.com	No
__utm	This cookie is used by Google Analytics to store and track visits across the website.	Expires when session ends	*pageuppeople.com	No

MANAGING COOKIES

When you visit our websites, you will be presented with a Cookie banner. It gives you the choice to accept the use of Cookies on the site or not. It will also present you with a link to our Cookie manager. Through the Cookie manager, you can choose to opt-in or opt-out of the types of Cookies active on our sites. You can also find out a bit more about what we use them for. Our Cookie manager will only remember your preferences for our site for the specific browser that you're using at that time.

If you wish to change your Cookie settings generally, you can delete Cookies stored on your computer or change your privacy settings at any time via your browser settings. You can also update your preferences via the [Cookie Preference Centre](#) on our website.

Internet Explorer
Microsoft Edge
Chrome
Firefox
Safari
Opera

WHO SHOULD I CONTACT WITH A QUESTION OR COMPLAINT?

If you would like to contact us in relation to your rights or if you are unhappy with how we've handled your information, you may contact us by sending a letter:

HR GDPR Data Protection Specialist
Inveralmond House
200 Dunkeld Road
Perth
PH1 3AQ

or sending an email to HRGDPR@sse.com

If you would like to contact our Data Protection Officer, you may do so using the following details:

Email: GroupDPO@sse.com

This Notice was last updated in March 2022