

# POLICY COOKIES

## 1. WHAT IS A COOKIE?

A Cookie is a small file that stores your browsing information in your computer, Tablet, Smartphone or any other device. The use of Cookies allows us to improve the quality of our webpage and impacts your browsing experience allowing users to be identified by a combination of computer-browser-user.

## 2. WHY DOES THE WEBSITE USE COOKIES?

Cookies are used to differentiate you from other users and to adapt browsing to your characteristics. One of the uses of Cookies is identifying the user in a website, allowing the server to know if the user is already validated or browsing the site, and therefore allowing access to services or to carry out operations restricted to unidentified users.

## 3. WHAT KIND OF COOKIES DO WE USE?

According to the entity that manages it:

Those sent to your device from our own devices or domains, where we provide the requested service.

### **THIRD PARTY COOKIES:**

Those sent to your device from a device or domain not managed by us, but by a collaborating entity. According to the time they are active:

### **SESSION COOKIES:**

A kind of temporary Cookie designed to collect and store data until you leave the webpage, not being permanently stored in your hard drive. They are used to store the information required to provide the service requested by the user during the visit.

**PERSISTENT COOKIES:** A kind of Cookie which stores data in your terminal and our website reads them every time you visit us. They have a specified date where they become inoperative.

According to their purpose:

**TECHNICAL COOKIES:** Cookies that allow for browsing and the proper performance of our web. For example, they enable controlling traffic and data communication, identifying the session, accessing restricted areas, remembering items in an order, making purchases of an order, filling out a registration application or request to participate in an event, using security items while browsing, storing content to disseminate video or sound files and sharing content over social networks.

# POLICY COOKIES

**FUNCTIONALITY COOKIES:** Cookies that enable you to access the service adapting it to you, with certain general features predefined on the user's device based on a series of criteria, such as language, browser used to access the service, regional configuration from where the service is accessed, etc.

**ANALYTICAL COOKIES:** Cookies that enable us to track and analyze the behavior of users, to create user browsing profiles of said websites, in order to make improvements according to data analysis of the user's use of the service.

**ADVERTISING COOKIES:** Cookies that allow for the most effective possible management of the advertising space, that could be included on our website based on criteria such as the content published or the frequency with which ads are shown.

**BEHAVIOURALLY TARGETED ADVERTISING COOKIES:** Cookies that store user's behavioral information obtained through on-going observation of your browsing habits, which enables showing advertising related to your browsing profile. They allow for the most effective possible management of advertising spaces in the website.

## 4. HOW TO DISABLE COOKIES AND WEB BUGS IN THE MAIN BROWSERS?

It is possible to not accept Cookies from a browser, or to not accept the Cookies of a particular Service.

Modern browsers allow Cookies settings to change. These adjustments are normally found in the 'options' or 'Preferences' of your browser's menu. You can also configure your browser or your e-mail manager, and install free complements to avoid Web Bugs from installing when opening an e-mail.

ALARES HUMAN SERVICES webs offer users guidance on the steps to access the Cookie menu settings and, where appropriate, on the private navigation of each of the main browsers:

- **Chrome:**
  - Settings Advanced settings ⇒ Privacy ⇒ Content settings.
  - For more information, you can visit [Google's support](#) or the browser's Help.
- **Firefox:**
  - Tools ⇒ Options ⇒ Privacy ⇒ History ⇒ Custom settings.
  - For more information, you can visit [Mozilla's support](#) or the browser's Help.

# POLICY COOKIES

- **Internet Explorer:**
  - Tools ⇒ Internet Options ⇒ Privacy
  - Advanced For more information, you can visit [Microsoft's support](#) or the browser's Help.
- **Safari:**
  - Preferences ⇒ Security
  - Advanced For more information, you can visit [Apple's support](#) or the browser's Hel