

IPRESENT COOKIE POLICY

The iPresent website may use “cookies” to help you personalize your online experience.

A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. For example, if you visit a iPresent website or service, a cookie helps iPresent to recall your information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, and so on. When you return to the same iPresent website, the information you previously provided can be retrieved, so you can easily use the iPresent features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the iPresent services or websites you visit.

iPresent may also use other technologies with similar functionality to cookies, such as web beacons and tracking URLs. iPresent may also use web beacons and tracking URLs in emails to determine whether a recipient opened the email or accessed a certain link.

iPresent may use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website or make use of e-billing services.
- **Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting 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 the advertising

displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

Cookie	Name	Purpose	Expiration	More information
Authentication	.aspxauth	This cookie is essential for our site to authenticate you into the admin area of our service.	Configurable but the default is 8 hours.	https://support.microsoft.com/en-ca/help/910443/understanding-the-forms-authentication-ticket-and-cookie
Google Analytics Hubspot	hubspotutk __hssc __hssrc __hstc __utma __utmb __utmc __utmt __utmz _hssc _ga	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.	Varies, see documentation for more details	https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage
Anti-forgery token	__RequestVerificationToken __HtmlRequestVerificationToken	These cookies ensure data is only submitted by you and not a third party.	End of browser session	https://docs.microsoft.com/en-us/aspnet/core/security/anti-request-forgery?view=aspnetcore-2.0
Session tracking	SSO presentationSessionGuid sharepreviewsession	These cookies maintain session state between requests to ensure we can provide a seamless experience for the user.	End of browser session	https://msdn.microsoft.com/en-us/library/ms526029(v=vs.90).aspx
Sign up referral	Referrer RepCode	These cookies track where you came	End of browser	

		from when you sign up to ensure we can allocate your account to the correct referral programme.	session	
User preferences	Sharefeaturepopuphidden viewOnlineHideBanner	These cookie stores your user preferences in the admin system.	20 years	
Last visited account	lastOrg[number]	This cookie stores which account you were on last, so we can return you to the correct place.	1 year	

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

Consent to our use of Cookies

The law allows us to store cookies on your computer if they are essential to the operation of our website. We need your consent to set non-essential cookies on your computer.

When you use our website for the first time we give you the opportunity to accept or decline cookies.

BY USING THE SERVICE, YOU ARE CONSENTING TO OUR SETTING COOKIES AND USING THE DATA COLLECTED BY THEM FOR THE PURPOSES SET OUT ON THIS COOKIE POLICY

If you wish to withdraw consent for any reason, please contact privacy@iPresent.com

Declining Cookies

Some of the cookies we use are essential if the website is to operate properly. If you decline them, some of the features of the website or iPresent software may not work as well as we intend and you may not be to access or use some features.

Unless you have set your browser so that it will decline cookies, our system will set some cookies as soon you use the website.

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. For information about this you should look in your browser's 'help' facility. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

If you have previously used the Service and no longer wish to accept cookies, you should be aware that some cookies will have been set. You may delete these cookies at any time by following the instructions at: <https://www.aboutcookies.org/how-to-delete-cookies/>

More information on cookies can be found on allaboutcookies.org.

Google Analytics

We use Google Analytics. The information generated by the Google Analytics cookie (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the Service, compiling reports on activity and providing other services relating to activity and internet usage.

Google may also transfer this information to third parties where required to do so by law, or where third parties process the information on Google's behalf.

To see more information on the cookies set by Google Analytics see: [Cookies and Google Analytics](#).

To **opt out** of being tracked by Google Analytics across all websites visit <https://tools.google.com/dlpage/gaoptout>

Effective date: 22 May 2018