



Cookie Declaration

Our Community Pty Ltd (ABN 24 094 608 705)

Version 1

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This document contains a list of Cookies that are used in order to operate and support SmartyGrants.

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1 Overview

- 1.1 This Cookies Declaration (**Declaration**) explains Cookies that are used in order to operate and support SmartyGrants, an enterprise of Our Community Pty Ltd (collectively referred to as **we, us, our** and **Our Community**).
- 1.2 Our Community is committed to protecting your privacy. Establishing a trusting relationship with our users is central to our work practices.
- 1.3 This Declaration applies to the the following websites (**our Websites**):
 - (a) SmartyGrants Manage site:
manage.smartygrants.com.au
 - (b) SmartyGrants Applicant Sites:
<grantmaker>.smartygrants.com.au
 - (c) SmartyGrants websites:
 - (i) smartygrants.com
 - (ii) smartygrants.com.au, and
 - (iii) smartygrants.co.nz
- 1.4 We may update this Declaration from time to time in accordance with legislative or operational changes. The current Declaration is available through our Websites. If you have comments or questions regarding this Declaration, please contact us using the details provided in section 4 below.

2 Cookies and tracking

- 2.1 **Cookies** are small sets of data that can be stored permanently or temporarily on a user's computer or mobile device and uniquely identify your browser or device.
- 2.2 Cookies allow a site or services to know if your computer or device has been used to visit the site or service before.
- 2.3 Our Websites use cookies. We use cookies to:
 - (a) authenticate users;
 - (b) allow access to support and assistance for our services;
 - (c) allow our services to operate efficiently;
 - (d) remember users' preferences and data;
 - (e) log activities for auditing, risk management, fraud and corruption control, trouble-shooting and providing technical support;
 - (f) understand how our sites and services are being used; and
 - (g) improve users' browsing experiences.
- 2.4 The Cookies we store on your device (**Our Cookies**) are either:
 - (a) "strictly necessary", meaning the cookies which are essential for users to browse our websites, use our websites' features and use our services (**Strictly Necessary Cookies**) as listed in 2.7; or
 - (b) cookies for which consent will be requested if the applicable Privacy Legislation requires that we obtain consent before using these cookies (**Other Cookies**) as listed in 2.8. Other Cookies are disabled when SmartyGrants is used by grantmakers in UK and Europe.

2.5 Additional cookies, that are not listed in the Declaration, may be captured when using Our Websites so long as they do not store any information regarding the user.

2.6 Names of cookies are correct at the time of issuing this document. Names of third party provider cookies may change. On becoming aware of cookie name changes, we will update the Declaration.

2.7 Strictly Necessary Cookies are:

Name	Provider / Purpose	Expiry	Type
<ul style="list-style-type: none"> Remember me JSESSIONID USER_INST_ID hh sg_id 	<p>Our Community These cookies allow users access to our services. They are used to provide technical support and for auditing, risk management, fraud and corruption control, troubleshooting purposes. They are necessary to ensure the integrity of the SmartGrants SaaS and compliance with Agreements with SmartGrants Users.</p> <p>sg_id is recorded in the SmartGrants database to record changes to the data made by SmartyGrants Users. This includes what change was made, who made the change, when the change was made.</p>	<p>Remember me: 14 days, however, this is recorded in SmartyGrants for the audit and other purposes stated.</p> <p>JSESSIONID and UserinstanceID: When the session expires</p>	HTTP
<ul style="list-style-type: none"> AWSALBCORS AWSALB 	<p>Amazon Web Services Used to help Amazon Web Services manage your session across their cloud infrastructure.</p>	14 days	HTTP

2.8 Other Cookies are:

Name	Provider / Purpose	Expiry	Type
<ul style="list-style-type: none"> _ga _gid _gat 	<p>Google Aggregated, anonymized website traffic analysis – such as what pages you looked at, for how long, and so on. This is used to improve the quality of our services.</p> <p>You can opt out of Google Analytics by installing Google's opt-out browser add-on, and opt out of interest-based Google ads using Google's Ads Settings.</p>	<p>_ga: 2 years</p> <p>_gid: 24 hours</p> <p>_gat: 1 minute</p>	JavaScript

Name	Provider / Purpose	Expiry	Type
<ul style="list-style-type: none"> ajs_user_id ajs_anonymo us_id 	<p>Segment</p> <p>Website traffic analytics, performance analysis, as well as determining whether help prompts and notifications regarding new features are displayed.</p>	1 year	JavaScript

3 Who Cookies are shared with

3.1 Cookies are shared with the respective providers listed in the tables above.

4 How you can contact us

4.1 Please contact us if you have any queries about our Cookies. Our contact details are set out below:

- (a) Call us on (+61) 03 9320 6800 or (+64) 04 889 3068
- (b) Email us on service@smartygrants.com.au
- (c) Send a letter to us at:
 Attention: Privacy Officer
 Our Community
 PO Box 354
 North Melbourne VIC 3051
 Australia