PL63 Cookie Policy

Last updated on 20th November 2024

BACKGROUND:

These websites www.digitalbuildings.co.uk, www.retrogreen.co.uk ("Our Websites") use Cookies and similar technologies in order to distinguish you from other users. By using Cookies, We are able to provide you with a better experience and improve Our Websites by better understanding how you use them. Please read this Cookie Policy carefully and ensure that you understand it. Your acceptance of Our Cookie Policy is deemed to occur when you have selected your preferred Cookie options in Our Cookie pop-up and pressed the button.

1. **Definitions and Interpretation**

   1.1 In this Cookie Policy, unless the context otherwise requires, the following expressions have the following meanings:

"Cookie"	means a small file placed on your computer or device by Our Websites when you visit certain parts of Our Websites and/or when you use certain features of Our Website;
"Cookie Law"	means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003 and, where applicable, the UK GDPR;
"Personal data"	means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data, as defined by the UK GDPR and the Data Protection Act 2018 (the "Data Protection Legislation"); and
"We/Us/Our"	means Digital Buildings Limited, a limited company registered in England under company number 13605846, whose registered address is Upperwood, Pottery Lane, Inkpen, RG17 9QA and its subsidiary company Retrogreen Limited.

2. **Information About Us**

   2.1 Our Websites are owned and operated by Digital Buildings Limited, a limited company registered in England under company number 13605846, whose registered address is Upperwood, Pottery Lane, Inkpen, RG17 9QA.

   2.2 Our Data Protection Officer can be contacted by email at data.controller@digitalbuildings.co.uk.

3. **How Do Our Websites Use Cookies?**

   3.1 Our Websites may place and access certain first-party Cookies on your

computer or device. First-party Cookies are those controlled directly by us and used only by us. We use Cookies to facilitate and improve your experience within Our Websites and to provide and improve our products and services. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data are protected and respected at all times.

3.2 By using Our Websites, you may also receive certain third-party Cookies on your computer or device. Third-party Cookies are those placed by websites, services, and/or parties other than Us. For more details, please refer to section 4 below.

3.3 All Cookies used by and on Our Websites are used in accordance with current Cookie Law. We may use some or all of the following types of Cookie:

3.3.1 Strictly Necessary Cookies

A Cookie falls into this category if it is essential to the operation of Our Website, supporting functions such as logging in, your shopping basket, and payment transactions.

3.3.2 Analytics Cookies

It is important for Us to understand how you use Our Website, for example, how efficiently you are able to navigate around it, and what features you use. Analytics Cookies enable us to gather this information, helping Us to improve Our Websites and your experience of it.

3.3.3 Functionality Cookies

Functionality Cookies enable Us to provide additional functions to you on Our Websites such as personalisation and remembering your saved preferences. Some Functionality Cookies may also be Strictly Necessary Cookies, but not all necessarily fall into that category.

3.3.4 Targeting Cookies

It is important for Us to know when and how often you visit Our Website, and which parts of it you have used (including which pages you have visited and which links you have visited). As with analytics Cookies, this information helps us to better understand you and, in turn, to make Our Websites and advertising more relevant to your interests.

3.3.5 Third Party Cookies

Third Party Cookies are not placed by Us; instead, they are placed

by third parties that provide services to Us and/or to you. Third Party Cookies may be used by advertising services to serve up tailored advertising to you on Our Website, or by third parties providing analytics services to Us (these Cookies will work in the same way as Analytics Cookies described above). Some Third Party Cookies may also be Strictly Necessary Cookies, but not all necessarily fall into that category.

3.3.6 Persistent Cookies

Any of the above types of Cookie may be a Persistent Cookie. Persistent Cookies are those which remain on your computer or device for a predetermined period and are activated each time you visit Our Website.

3.3.7 Session Cookies

Any of the above types of Cookie may be a Session Cookie. Session Cookies are temporary and only remain on your computer or device from the point at which you visit Our Websites until you close your browser. Session Cookies are deleted when you close your browser.

3.4 Cookies on Our Websites will expire as indicated in the table below.

3.5 For more details of the personal data that We collect and use, the measures we have in place to protect personal data, your legal rights, and our legal obligations, please refer to our Privacy Policy.

3.6 For more specific details of the Cookies that We use, please refer to the table below.

4. What Cookies Do Our Websites Use?

4.1 The following first party Cookies may be placed on your computer or device:

Type	Cookie Name	Purpose	Provider	Expiry
Strictly Necessary	RETRO_AUTH	Manage logged-in user session	Digital Buildings	Session

4.2 The following third party Cookies may be placed on your computer or device:

Type	Cookie Name	Purpose	Provider	Expiry
Strictly Necessary	_iamadt_client_*	Manage logged in user session	Zoho	1 Month

Strictly Necessary	_iambdt_client_*	Manage logged in user session	Zoho	1 Month
Strictly Necessary	_z_identity	Manage the user's login session	Zoho	Session
Strictly Necessary	JSESSIONID	HTTP session token identifier	Zoho	Session
Strictly Necessary	iamcsr	Website security	Zoho	Session
Strictly Necessary	_zcsr_tmp	Website security	Zoho	Session
Strictly Necessary	Alphanumeric cookies of length 10 characters(eg: 467aef24c7)	Load balancing and session stickiness	Zoho	Session
Strictly Necessary	fs_tmpcook*	Manage logged in user session	Zoho	Session
Strictly Necessary	ZD_CSRF_TOKEN	Website security	Zoho	Session
Strictly Necessary	_lr_hb_	Used to store basic information about the user's session(s) to function as a support/debugging/analytics tool.	LogRocket	1 Day
Strictly Necessary	_lr_uf_	Used to store basic information about the user's session(s) to function as a support/debugging/analytics tool.	LogRocket	1 Day
Strictly Necessary	_lr_tabs_	Used to store basic information about the user's session(s) to function as a support/debugging/analytics tool.	LogRocket	1 Day
Strictly Necessary	_lr_id_	Used to detect errors on the website.	LogRocket	Session

4.3   Our Websites use analytics services provided by Google Analytics. Website analytics refers to a set of tools used to collect and analyse anonymous

usage information, enabling Us to better understand how Our Websites are used. This, in turn, enables Us to improve Our Websites and the products and services offered through them. You do not have to allow Us to use these Cookies, however, whilst Our use of them does not pose any risk to your privacy or your safe use of Our Website, it does enable Us to continually improve Our Website, making it a better and more useful experience for you.

4.4   The analytics service(s) used by Our Websites use(s) analytics Cookies to gather the required information.

4.5   The analytics service(s) used by Our Websites use(s) the following analytics Cookies:

Type	Cookie Name	Purpose	Provider	Expiry
Optional	_gid, _ga	These first party analytics cookies collect specific information which may be used in different combinations; this combined information is used for the purposes of reporting and analysing website and marketing performance to make improvements to our sites and services. The data may also be shared with other Google products so that we and others can provide you with interest based content and personalised advertisements on external websites. More information.	Google Analytics	24 hours, 2 years
Optional	_utmc/, _gat, __utmt, __utmb, _gid, _gac_, __utmz/__utmv, _ga/__utma/	These third party analytics cookies collect specific information which may be used in different combinations; this combined information is used for the purposes of reporting and analysing website and marketing	Google Analytics Session Cookies et	Session, 1 minute, 10 minutes, 30 minutes, 24 hours, 90 days, 6 months, 2 years

		performance to make improvements to our sites and services. The data may also be shared with other Google products so that we and others can provide you with interest based content and personalised advertisements on external websites. [More information](#).		

5.   Consent and Control

5.1   Before Cookies are placed on your computer or device, you will be shown a pop-up requesting your consent to set those Cookies. By giving your consent to the placing of Cookies you are enabling Us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of Cookies unless those Cookies are strictly necessary; however certain features of Our Websites may not function fully or as intended. You will be given the opportunity to allow and/or deny different categories of Cookie that We use.

5.2   In addition to the controls that We provide, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all Cookies or only third party Cookies. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

6.   Changes to this Cookie Policy

6.1   We may alter this Cookie Policy at any time. Any such changes will become binding on you on your first use of Our Websites after the changes have been made. You are therefore advised to check this page from time to time.

6.2   In the event of any conflict between the current version of this Cookie Policy and any previous version(s), the provisions current and in effect shall prevail unless it is expressly stated otherwise.

7.   Further Information

7.1   If you would like to know more about how We use Cookies, please contact Us at data.controller@digitalbuildings.co.uk.

7.2   For more information about privacy, data protection and our terms and conditions, please visit the following:

[Privacy Policy](#)

[Website Terms and Conditions of Use](#)