

# Universal Jobmatch – what you need to know about cookies

jobcentreplus

Department for  
Work and Pensions

Universal Jobmatch uses cookies, and this factsheet explains what to do if you do not want these on your internet device. It also tells you how to manage or delete cookies.

## What is a cookie?

A *cookie* (also known as an *HTTP cookie*, *web cookie*, or *browser cookie*) is a small file sent from a website and stored in your web browser. When you go to the same website in the future, the cookie tells the website about your previous visit.

## When are cookies placed on my device?

Some cookies will be placed on your device as soon as you

- go to the Universal Jobmatch homepage, or
- go on to GOV.UK or Government Gateway websites, or
- visit these sites again after you have deleted cookies from your device.

If you stay on these sites, we will assume you have read the cookies policy for each site and are happy to accept these cookies and any further cookies that will be placed on your device.

## Why does this matter to me as a jobseeker?

As part of your jobseeking activity you may have been asked to create a profile and CV in Universal Jobmatch and register for a Government Gateway account on GOV.UK.

You may also have been asked to use Universal Jobmatch regularly to help you find work and to tell us about your jobseeking activities.

Universal Jobmatch, GOV.UK, and Government Gateway all use cookies. The cookies they use do not store personal information.

## Universal Jobmatch cookies

The types of cookies used on Universal Jobmatch are for:

- **security** – these cookies help to keep your account secure
- **preference** – these cookies store your preferences, such as language choice and how your job search results are displayed
- **analytics** – these cookies record how people use the website so we can identify popular content and potential problems.
- **survey cookies** – these gather important feedback which we can use to improve the website.

There's a full list of cookie types in the cookies policy, which you can find by clicking on the *Cookies* link at the bottom of the Universal Jobmatch homepage. But some cookies are placed on your device as soon as you arrive on the Universal Jobmatch homepage, before you click on the link to the cookies policy. There's a list of these in the table on the next page.

## Government Gateway

Most Government Gateway cookies are *session cookies* and are deleted from your device as soon as you close your browser. But one cookie is used for registration purposes and this stays on your device for 1,000 days. You can find out more about how Government Gateway uses cookies by clicking on the privacy policy link at the bottom of each page on [www.gateway.gov.uk](http://www.gateway.gov.uk)

## GOV.UK

On your first visit to parts of GOV.UK, there may be a pop-up message that welcomes you and provides information about the site. GOV.UK stores cookies at this point so that your device knows you've seen it and knows not to show it again. These cookies are stored for a month or less.

*Google Analytics cookies* may also start as soon as you visit the homepage, to record how you use the site. You can stop Google Analytics cookies being stored on your device if you use any of these browsers: Internet Explorer, Chrome, Mozilla Firefox, Safari or Opera.

For more information about this, click on the *cookies* link at the bottom of the GOV.UK homepage, or go to [www.gov.uk/help/cookies](http://www.gov.uk/help/cookies)

## Applying for jobs through Universal Jobmatch

Some jobs in Universal Jobmatch may tell you to apply for the job through a company's own recruitment website. These websites may also use cookies. If you don't want to accept these cookies on your own device, you can apply for the job on a DWP device. Ask your work coach about this.

### What if I want to delete cookies on my device, or switch off cookies?

Click the *Cookies* link at the bottom of each webpage in Universal Jobmatch or the *Help* link on your internet browser to find out how to delete or switch off cookies on your device. Visit [www.aboutcookies.org](http://www.aboutcookies.org) for more information. Some browsers let you switch off only the cookies relating to Universal Jobmatch. Other browsers don't, and may delete all cookies from your device, including those cookies you have chosen to accept from other websites.

If you switch cookies off you will not be able to register with Universal Jobmatch, upload a CV or save any jobsearches. You will only be able to conduct an anonymous jobsearch.

### What if I don't want cookies to be installed on my device?

You will not have been told to use Universal Jobmatch unless you can use a DWP device if you want to. Ask your work coach about this. You can use the DWP device if you do not want to accept cookies or have chosen to delete cookies and do not want to accept them again. Cookies have already been accepted on all DWP devices.

If you get a working age benefit and are using Universal Jobmatch voluntarily, and you don't want to accept cookies, ask your work coach if there is a device you can use.

You can also use Universal Jobmatch from public computers in internet cafes, libraries or UK online centres. You will need to check that these devices have been set up to accept cookies, because you may have to accept cookies on those devices to use Universal Jobmatch.

### How can I find out more about cookies?

For more information about how to manage or delete cookies, visit [www.aboutcookies.org](http://www.aboutcookies.org)

**The cookies in this table are placed on your device as soon as you arrive on the Universal Jobmatch homepage.**

Cookie name	Purpose	Expires
_ga	This cookie gives us information about how people use the site. You can disable and delete it by selecting the <i>Delete all analytics cookies</i> button after clicking the <i>Cookies</i> link at the bottom of every page.	24 months
_gat	This cookie gives us information about how people use the site. You can disable and delete it by selecting the <i>Delete all analytics cookies</i> button after clicking the <i>Cookies</i> link at the bottom of every page.	10 minutes
ipe_s	This cookie lets the system ask the user anonymous survey questions. You can disable and delete it by selecting the <i>Delete survey cookies</i> button after clicking the <i>Cookies</i> link at the bottom of every page.	When you close the browser
ipe.372.page ViewedCount	This cookie lets the system ask the user anonymous survey questions. You can disable and delete it by selecting the <i>Delete survey cookies</i> button after clicking the <i>Cookies</i> link at the bottom of every page.	When you close the browser
IPE122148	This cookie lets the system ask the user anonymous survey questions. You can disable and delete it by selecting the <i>Delete survey cookies</i> button after clicking the <i>Cookies</i> link at the bottom of every page.	90 days
SURVEY OPTOUT	This cookie remembers if you have chosen to disable the use of survey tracking codes. You can disable and delete it by selecting the <i>Delete survey cookies</i> button after clicking the <i>Cookies</i> link at the bottom of every page.	120 months