



*Toolbar - Cookie Information*



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## Overview

This document outlines how cookies are used in the Recite Me Accessibility Toolbar, including their purpose, behavior, and configuration options. It is intended to support our clients in implementing and documenting the toolbar in line with privacy and cookie compliance regulations and best practice.

## What cookies does the Toolbar use?

The Recite Me Toolbar uses two first-party cookies, which are essential to deliver a consistent user experience across the website:

### 1. *Recite.Persist*

- **Purpose:** Ensures the Toolbar remains active as users navigate between pages on the website after launching it.
- **Duration:** Persistent (365 days).
- **Trigger:** Set when the user launches the Toolbar.

### 2. *Recite.Preferences*

- **Purpose:** Saves user-selected preferences (e.g. translated language, color contrast, font size) so they are maintained across subsequent pages.
- **Duration:** Persistent (365 days).
- **Trigger:** Set only when the user interacts with a feature (e.g. changes font size or selects a translation).

## Are the cookies dropped automatically or user-initiated?

They're both user-initiated – so website users that don't launch the toolbar won't ever see a Recite Me cookie. The first cookie (***Recite.Persist***) is deployed when the toolbar is launched by the user; it simply tells the browser that the user wants the toolbar to be active, so when they return to the website we can load the toolbar automatically for them.

The second cookie (***Recite.Preferences***) is only deployed when a user makes a choice, such as selecting a background colour or a text size. It remembers the user's accessibility settings so that they can be loaded again automatically when they revisit the website. If a user launches the toolbar but never uses it, the cookie will not be deployed.

## Are these cookies strictly necessary?

Yes. In line with the Information Commissioners Office's (ICO) PECR guidance, both cookies are considered **strictly necessary** for providing the core functionality of the Toolbar. In summary:

- They are essential for accessibility preferences to persist as users browse the site.
- Without them, the Toolbar cannot maintain consistency or personalisation.

As such, these cookies:

- Do not require user consent under the UK's PECR.
- Should be categorised under "**Strictly Necessary**" if your site uses a cookie management platform (CMP).

You can find out more about the '**strictly necessary**' exception here:

[https://ico.org.uk/for-organisations/direct-marketing-and-privacy-and-electronic-communications/guidance-on-the-use-of-storage-and-access-technologies/what-are-the-rules/#what\\_is\\_the\\_strictly\\_necessary\\_exemption](https://ico.org.uk/for-organisations/direct-marketing-and-privacy-and-electronic-communications/guidance-on-the-use-of-storage-and-access-technologies/what-are-the-rules/#what_is_the_strictly_necessary_exemption)

## Do I need to collect user consent for the Toolbar cookies?

No - As our cookies are essential to the provision of the service (the toolbar can't work without them) and they're not used for any form of identification (e.g. they're not a tracking cookie) – they qualify for an exemption under the '**strictly necessary**' category provided by the Information Commissioner's Office (ICO).

## What details should I include in my website cookie policy?

Despite not needing user consent, many data privacy laws still require you to inform users about the use of strictly necessary cookies. The below table contains details on the two Recite Me Toolbar cookies you can use in your cookie policy:

Cookie Name	Type	Expiry	Purpose	Category	Secure*	Same Site
Recite.Persist	1st Party	365 days	Allows the Toolbar to persist across subsequent web pages on the website once the Toolbar launched.	Strictly Necessary	False	Strict
Recite.Preference	1st Party	365 days	Allows user-selected settings to auto-load on subsequent web pages when the Toolbar is active.	Strictly Necessary	False	Strict

*\*False by default to support non-HTTPS websites. This can be configured for your deployment to be set to "True" if a secure flag is required. Please speak to your customer success manager to enable this.*

## Local Storage Alternative

As an alternative to the *Recite.Preferences* cookie, the Toolbar can be configured to use local storage to store user preferences. This behaves similarly but stores the information in the browser rather than setting a cookie.

- **Toolbar default:** Uses the *Recite.Preferences* cookie.
- **Alternative option:** Clients may request to use local storage instead.
- **Benefits:** This can be useful where websites enforce cookie size limitations or prefer to minimise the number of cookies used.

To switch to local storage, please speak with your Customer Success Manager.

## I have a question about the Recite Me Toolbar's cookies. Who can I contact?

If you have any questions regarding the use of cookies or local storage in the Recite Me Toolbar, please contact your Customer Success Manager. Alternatively you can email us at [data@reciteme.com](mailto:data@reciteme.com).