# Default Cookie Policy

# Cookie Policy – Forma Cloud

This Cookie Policy explains how Forma Cloud uses cookies and similar technologies within the platform.

Cookies are small text files stored on a user’s device or browser during navigation. They are commonly used to ensure the proper operation of web applications, maintain authenticated sessions, remember user preferences, and support security-related features.

By default Forma Cloud uses exclusively technical and functional first-party cookies, and may use analytics cookies if optionally set by an administrator. The platform does not use third-party cookies, advertising cookies, or profiling technologies.

# Types of Cookies Used

Forma Cloud uses three categories of technical cookies:

## Session Cookies

Session cookies are temporary cookies that are automatically deleted when the browser is closed. These cookies are required to maintain active user sessions and ensure secure navigation throughout the platform.

## Functional Cookies

Functional cookies are persistent cookies used to remember user preferences and improve usability. Examples include accessibility settings or interface preferences selected by the user.

# Optional Tracking Cookies (Google Analytics)

The platform allows administrators to optionally integrate **Google Analytics** for usage analysis and reporting. This feature is provided as an optional tool and is not required for the core operation of the service.

- **Manual Activation:** Tracking cookies are **not active by default**. They are only triggered if the administrator explicitly enters a Tracking ID or configures the integration within the platform's administrative settings.
- **User Consent & Responsibility:** By enabling these features, the administrator acknowledges the responsibility to inform end-users and ensure that such processing aligns with their specific privacy governance. The acceptance of this Cookie Policy, in conjunction with the Privacy Policy, covers the optional use of these tools when configured.
- **Data Usage:** If activated, Google Analytics cookies (such as `_ga` and `_gid`) collect site traffic data. This information is transmitted to and stored by Google on servers that may be located outside the European Economic Area (EEA).
- **Opt-Out:** Users who wish to avoid tracking, even when enabled by the administrator, can do so by adjusting their browser settings or by installing the Google Analytics Opt-out Browser Add-on.

# Default Cookies Used by Forma Cloud

| # | Cookie Name | Purpose | Duration | HttpOnly | Secure | SameSite |
|---|---|---|---|---|---|---|
| 1 | `FORMALMS` | User session management over HTTP connections | 2 hours (configurable) | Yes | No | Lax |
| 2 | `__Secure-FORMALMS` | User session management over HTTPS connections | 2 hours (configurable) | Yes | Yes | Lax |
| 3 | `docebo_cookie_data[high_accessibility]` | Stores advanced accessibility preference during login | 365 days | No | No | – |

| # | Cookie Name | Purpose | Duration | HttpOnly | Secure | SameSite |
|---|---|---|---|---|---|---|
| 4 | `high_contrast` | Stores high contrast accessibility preference | Session | No | No | – |
| 5 | `{userId}.my_course.category` | Stores selected course category filter in “My Courses” page | 365 days | No | No | – |

# Additional Notes

- Cookies `FORMALMS` and `__Secure-FORMALMS` are mutually exclusive and used depending on the connection protocol (HTTP vs HTTPS).
- The cookie `{userId}.my_course.category` is dynamic: `{userId}` corresponds to the numeric ID of the logged-in user (e.g. `42.my_course.category`).
- Forma Cloud does not use third-party cookies, analytics cookies, advertising cookies, or profiling technologies.
- No cookies contain personal data in plain text. Session cookies contain only opaque technical tokens required for authentication and session management.

# Managing Cookies

Users can manage cookie preferences through their browser settings. Typical options include:

- viewing stored cookies
- deleting cookies
- blocking specific cookies
- disabling all cookies

Disabling technical cookies may prevent parts of the platform from functioning correctly.

Browser-specific documentation is available from:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari
- Opera

# Updates to This Policy

This Cookie Policy may be updated periodically to reflect technical, operational, or legal changes.

The latest version published on the platform is always considered the current one.

For more information about personal data processing, please refer to the Forma Cloud Privacy Policy.

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