



Nebraska Information Technology Commission

STANDARDS AND GUIDELINES

Web Cookie Policy

Category	E-Government Architecture
Title	Web Cookie Policy
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies <input checked="" type="checkbox"/> All Policy <input type="checkbox"/> Excluding Not Applicable <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable <input type="checkbox"/> Other: Not Applicable Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of _____. Guideline - Adherence is voluntary. Policy - A high-level set of principles and acceptable procedures.
---------------	--

Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other:_____
--------	---

Dates	Date: April 11, 2006 Date Adopted by NITC: Other:
-------	---

1.0 Policy

Nebraska.gov and state agencies may use cookies to store user information subject to the following:

1.1 Permanent Cookies

- 1.1.1 Will not contain personal identifying information (e.g. names, date of birth, social security number, hint answers).
- 1.1.2 May be used to save personalized web site settings (e.g. font size, color, text type, etc.).
- 1.1.3 May include an expiration date if appropriate.

1.2 Session Cookies

- 1.2.1 Will be erased when a user's web browser session ends or the user logs out of the application.
- 1.2.2 Will only be accessible to the specific application(s) in use.

1.3 Any use of cookies can be made known to the user through the use of appropriate browser settings.

1.4 The Web Cookie Policy is available on the State Portal.

2.0 Purpose and Objectives

The purpose of this policy is to establish guidance for the use of web cookies on web sites, web pages, and web applications created by State of Nebraska agencies, boards and commissions.

3.0 Definitions

3.1 Web Cookie

Any technique of saving state or tokens stored on a user's computer to be exchanged between a web browser and a web server is considered a cookie (an example of an additional type of cookie is a PIE - Persistent Identification Element).

3.2 Web Page

A document stored on a server, consisting of an XHTML file and any related files for scripts and graphics, viewable through a web browser or the World Wide Web. Files linked from a web page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not web pages, as they can be viewed without access to a web browser.

3.3 Web Site

A set of interconnected web pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group or organization.

3.4 Web Application

An application that is accessed with a web browser over a network such as the Internet or an intranet.

4.0 Applicability

This policy shall apply to all State of Nebraska agencies, boards and commissions.