# **Cookie Policy**

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### **About**

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# **License & Copyright**

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# **What Are Cookies?**

Cookies are small text files that websites store on your device (computer, tablet, or mobile phone) to remember information about your visit. They help websites provide a better user experience by remembering your preferences and actions.

**About Demands Analysis:** This application helps you create comprehensive job analysis documents by collecting information about job functions, physical and cognitive demands, work schedules, and other job-related data.

**Storage Method:** This application uses **localStorage** (browser local storage) for storing your job analysis documents, which provides better capacity and reliability than cookies. Third-party cookies from the QuillJS library CDN are used only for library usage analytics.

# **\*\*ORTHORITION OF COOKIES\*\* \*\*ORTHORITION OF COOKIES\*\***

Our cookie usage is 100% user-controlled and privacy-focused:

- **User-Initiated Only**: Our storage is created ONLY when you explicitly click the "Save for Later" button and enter your encryption phrase to save your job analysis work.
- Client-Side Encryption: All your job analysis data is encrypted on your device before being stored
- No Server Transmission: Your job analysis data never leaves your device or gets sent to our servers
- User-Controlled Access: Only you have the encryption key (your chosen phrase)
- **Temporary Storage**: Your saved job analysis data automatically expires after 30 days
- X No Tracking: We do not track your behavior, analytics, or personal information
- X No Marketing: We do not use cookies for advertising or marketing purposes
- X No Third-Party Sharing: Your job analysis data is never shared with third parties (QuillJS analytics track library usage only, not your data)

### **Third-Party CDN Cookies**

**Note:** This application loads the QuillJS rich text editor library from a CDN ( cdn.quilljs.com ). The QuillJS CDN sets Google Analytics cookies to track library usage statistics. These cookies:

Are set by QuillJS/Google Analytics (not by us)

- Track QuillJS library usage across websites (not your personal form data)
- Are used by QuillJS developers to understand library adoption
- Do NOT have access to your encrypted form data
- Expire after approximately 2 years
- Are subject to Google's Privacy Policy and QuillJS's practices

# 📊 Cookie Categories

# Strictly Necessary Cookies 🔔

These cookies are essential for the basic functionality you've requested:

Purpose	User Control	Can Opt Out?
Form data preservation	User-initiated only	✓ Yes - don't use "Save for Later"
Session state management	Automatic when saving	✓ Yes - clear saved data anytime

### Functional Cookies



Purpose	User Control	Can Opt Out?
Remember if you have saved data	Automatic when saving	✓ Yes - clear saved data
Track data expiration dates	Automatic when saving	✓ Yes - clear saved data

## Third-Party Analytics (QuillJS Library)

Purpose	Source	Can Opt Out?	
QuillJS library usage	Google Analytics via QuillJS	Yes - block third-party	
tracking	CDN	cookies	

**Note:** These analytics track how many websites use QuillJS, not your personal data or form content.

## We Do NOT Use

First-Party Analytics Cookies: We do not track your behavior or usage

- Marketing Cookies: No advertising or personalization
- Social Media Cookies: No social media tracking or sharing buttons



### Detailed Cookie Information

### **First-Party Cookies (This Website)**

None. We do not set any first-party cookies on your device. All job analysis data is stored in localStorage instead.

## **localStorage Items (Current Storage Method)**

Item Name	Purpose	Encrypted	Size
userFormData	Your encrypted job analysis data (job info, demands assessments, work schedule, demographics)	Yes (AES-GCM 256-bit)	Variable (10- 500 KB typical)
hasStoredData	Flag indicating job analysis data exists	× No	~10 bytes
dataExpiration	Timestamp for when your saved job analysis expires	× No	~20 bytes

For full details on localStorage security, see STORAGE-POLICY.pdf

### **Third-Party Cookies (QuillJS CDN)**

Cookie Name	Provider	Purpose	Duration	Domain
_ga	Google Analytics (via QuillJS)	Track QuillJS library usage statistics	~2 years	.quilljs.com
_ga_B37E2WMSPW	Google Analytics (via QuillJS)	Enhanced analytics for QuillJS usage	~2 years	.quilljs.com

**Important:** These cookies are set by the QuillJS CDN to track how many websites use their library. They track library usage patterns, **NOT your personal form data or information**. Your encrypted form data is stored in localStorage and is completely inaccessible to these analytics cookies.



### Encryption Details (localStorage)

Our localStorage data uses the same high-grade encryption:

- Algorithm: AES-GCM with 256-bit keys
- Key Derivation: PBKDF2 with 100,000 iterations and SHA-256
- Salt: Randomly generated 16-byte salt per save operation
- IV: Randomly generated 12-byte initialization vector per save operation

For complete security details, see STORAGE-POLICY.pdf



## **Security & Encryption**

#### **How Your Data Is Protected**

- 1. Client-Side Encryption: Your data is encrypted on your device using industry-standard AES-GCM encryption
- 2. **User-Controlled Keys**: Only you know the encryption phrase we cannot access your data
- No Server Storage: Encrypted data stays in your browser's localStorage only
- 4. Local Storage Only: Data never leaves your device

#### What This Means

- Privacy: Your actual form data is unreadable without your phrase
- Control: You have complete control over your data
- ▼ Transparency: All encryption happens in your browser (client-side)
- Capacity: localStorage can handle large, complex forms without size limits



## 🔔 User Risks & Responsibilities



# **IMPORTANT: You Accept Full Responsibility**

By using the "Save for Later" feature, you acknowledge and accept that:

#### **Security Risks You Assume:**

- 1. Phrase Security: If you choose a weak phrase, your data may be vulnerable
- 2. Device Security: If your device is compromised, your saved data may be at risk
- 3. Browser Security: If your browser is compromised, localStorage may be accessible
- 4. Shared Devices: Anyone with access to your device/browser may attempt to access your data
- 5. **Data Loss**: We cannot recover your data if you forget your phrase
- 6. No Backup: There is no way to recover lost or corrupted localStorage data

#### Your Responsibilities:

- Choose a strong, memorable encryption phrase (minimum 4 characters recommended)
- Keep your encryption phrase secure and private
- Use this feature only on trusted devices
- Understand that our saved data expires after 30 days
- Accept that data recovery is impossible without your phrase

#### **Limitations of Our Security:**

- i We cannot access your data (even to help recover it)
- • We cannot reset or recover forgotten phrases
- 🔒 We cannot guarantee protection against all attack vectors
- We cannot protect against device-level compromises

# Legal Disclaimer

THE RISK IS 100% ON YOU. By using the save functionality, you agree that:

- You use this feature at your own risk
- We are not liable for any data loss, theft, or compromise
- You will not hold us responsible for security breaches on your device
- You understand the technical limitations and accept them

# Managing Your Cookie Preferences

#### **How to Control Cookies**

#### **Option 1: Use Our Built-In Controls**

- Save Data: Click "Save for Later" button (stores your encrypted job analysis in localStorage)
- Load Data: Click "Load Saved Data" and enter your phrase to retrieve your job analysis
- Clear Data: Click "Clear Saved Data" (removes your saved job analysis from localStorage, not QuillJS cookies)

#### **Option 2: Browser Settings - localStorage**

You can also manage localStorage through your browser:

- Chrome/Edge: Press F12 → Application tab → Local Storage → your site URL → Right-click →
  Clear
- Firefox: Press F12 → Storage tab → Local Storage → your site URL → Right-click → Delete All
- Safari: Preferences → Privacy → Manage Website Data → Find your site → Remove

### Option 3: Browser Settings - Cookies (QuillJS only)

To manage third-party QuillJS cookies:

- **Chrome**: Settings → Privacy and Security → Cookies and other site data
- Firefox: Settings → Privacy & Security → Cookies and Site Data
- **Safari**: Preferences → Privacy → Manage Website Data
- Edge: Settings → Cookies and site permissions → Cookies and site data

#### **Option 4: Automatic Expiration**

Your saved job analysis data is marked to expire after 30 days and will be automatically cleared on next visit.

Third-party QuillJS cookies expire after approximately 2 years.

#### **Option 5: Managing Third-Party Analytics Cookies**

QuillJS sets Google Analytics cookies that expire after approximately 2 years. To manage these:

- Block Third-Party Cookies: Use browser settings to block third-party cookies
  - Chrome: Settings → Privacy and Security → Third-party cookies → Block third-party cookies

- Firefox: Settings → Privacy & Security → Enhanced Tracking Protection → Strict
- Safari: Preferences → Privacy → Prevent cross-site tracking (enabled by default)
- Clear Existing Cookies: Manually delete .quilljs.com cookies from your browser
- Privacy Mode: Use incognito/private browsing mode for automatic cookie deletion
- Ad Blockers: Many ad blockers automatically block Google Analytics cookies

**Important:** Blocking these analytics cookies will **NOT** affect the rich text editor functionality. The QuillJS library will still work normally; only the usage tracking will be blocked.

# Data Expiration Tracking

When you save data, you'll see messages like:

"Saved data will expire in 30 days"

You can check remaining time by attempting to load your data.

# Policy Updates

This policy may be updated to reflect changes in our cookie and storage usage. When updates occur:

- The "Last Updated" date at the top will change
- Significant changes will be highlighted in the application
- Continued use after updates constitutes acceptance of new terms

### **Recent Updates**

v1.0.0 (October 25, 2025): Initial cookie policy

# Related Information

- · Privacy by Design: This application is built with privacy as the primary concern
- Full Storage Details: See STORAGE-POLICY.pdf for complete information on localStorage security
- Open Source: The encryption implementation is transparent and auditable

- **Minimal External Dependencies**: Only CDN-hosted libraries (QuillJS) for rich text editing functionality
- No User Tracking: We do not track users; QuillJS CDN tracks library usage only (not user behavior)

This cookie policy is designed to be comprehensive and transparent about our minimal cookie usage. Your privacy and control over your data are our top priorities.