






Cookies Policy

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APPROVALS			
STATUS	TITLE	NAME	SIGNATURE
Requestor	Network Manager	Mark Higgins	
Reviewed	HC Executive	Ahmed Ashruf	 <small>Ahmed Ashruf (Jun 5, 2024 13:18 GMT+2)</small>
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Cookie Policy

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Cookie Policy

1. PURPOSE

The purpose of this policy is to describe what cookies are, what we use them for, and how a user can manage them during your visit to, or use of our website(s)/Apps. This policy works alongside our privacy policy, which you can find at www.conlog.com.

2. SCOPE

The policy applies to any individual, entity, or process that interacts with Conlog on digital platforms where collection of personal information via cookies is possible.

3. ROLES & RESPONSIBILITIES

The ICT Manager is responsible for the design, implementation, and monitoring of this policy.

4. REFERENCES

4.1 Reference Documents

	Document	Document Number
1.	Enterprise Cyber Security Policy	45 0092 6001
2.	ICT Continuity Management Policy	45 0092 6503
3.	Disaster Recovery Plan (DRP) document.	20 0014 5014
4.	ICT Standard Operating Procedure	45 0092 5000
5.	ICT Change Management Policy	45 0092 6501
6.	Privacy policy	45 0092 6504

4.2 Applicable Forms

	Form	Form Number
1.		

4.3 Applicable Systems

	System
1.	<ul style="list-style-type: none">• Conlog public website• Conlog Direct website/App

5. ABBREVIATIONS AND DEFINITIONS

5.1 Abbreviations

Abbreviation	Description
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Cookie Policy

ICT	Information & Communications Technology
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5.2 Definitions

Term	Meaning
Cookie	A 'cookie' is small piece of data (usually in the form of a text file) which may be placed on your device when you visit our website. These files do not contain personal data, but they do contain a personal identifier allowing us to associate your personal data with a certain device, i.e., it helps us to "remember" user behaviour. As a user, you are able to accept or decline cookies. Please note that if you decline cookies, you may not be able to fully experience the interactive features of the Conlog website.

6. POLICY STATEMENTS

6.1 The use of cookies

At Conlog, cookies serve a number of useful purposes for you, including:

- granting you access to restricted content.
- tailoring our website's and or Apps functionality to you personally by letting us remember your preferences, location, or device type.
- ensuring the website/App functions correctly.
- improving how our websites/Apps perform.
- understanding who our audience is, so that we can provide content most relevant to you.
- allowing third parties to provide services to our websites/Apps; and
- helping us deliver interest-based advertising where appropriate in compliance with the applicable laws.

6.2 Types of cookies

Conlog uses different types of cookies. Some of these cookies are placed by us, while others are placed by our third-party plug-ins, suppliers or advertisers. These cookies may be deleted from your device at different times, such as at the end of your browsing session (when you leave the website/App) or after a pre-set amount time, or they may persist on your device until you delete them.

We use the following types of cookies:

- **essential cookies** – these are cookies that allow our website/App to perform its essential functions. Without these cookies, some parts of our websites/Apps would stop working.
- **site analytics cookies** – these are cookies that monitor how our website/App is performing, and how you interact with it. We use them to know how best to improve our website/App or services.
- **functional cookies** – these are cookies that remember who you are as a user of our website. We use them to remember any preferences you may have selected on our website/App, like saving your username and password, or settings.
- **advertising cookies** – these are cookies that match your interests or web searches with applicable advertising campaigns on our website/App. We use them to provide you with advertising that we think you might find useful.

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- **social media cookies** – these are cookies that integrate with social media platforms. We use them to help you share content from our website/App to your chosen social media platform.
- **flash cookies** – these are cookies that help your device read content supported by Adobe Flash. We use them to make sure that any Flash advertisements or videos appear properly on your device.
- **third party cookies** – these are cookies that some of our business partners use on our website/App. We have no access to or control over them. Information collected by any of these cookies or widgets is governed by the privacy policy of the company that created it, and not by us.

6.3 Deleting cookies

Any person wishing to delete cookies collected by Conlog can refer to their device or web browser settings to delete these.

6.4 Consent

- Conlog only uses cookies if the user has given their consent by selecting YES. If consent had been given previously and the user wishes to withdraw it, they can do so by selecting NO.

Third parties may also use cookies. You must take care that if you access linked websites/Apps, third party plug-ins used on our website, or advertisements appearing on our website/App, you inspect how they use cookies. We are not responsible for how third parties control the use of cookies.

- Cookies placed on the user's device can always be deleted manually. Follow this link for more information on how you can do this: <https://www.digitaltrends.com/computing/how-to-delete-cookies/>

6.5 Enquiries

Enquires about this policy can be directed to our Information Officer here privacy@conlog.com

7. REVIEW

A compulsory review of this policy will be conducted every three (3) years or as changes occur in the course of business.

8. NON-COMPLIANCE

Non-compliance to this policy constitutes misconduct and shall be dealt with in accordance with Conlog Employee Relations policies.

9. REVISION CONTROL

Revision	Date	Compiler	Change
00	December 2023	K. Dlamini	First Issue

10. DOCUMENT DISTRIBUTION LIST

Distribution group	Yes	No	Comments
Conlog All	<input type="checkbox"/>	<input type="checkbox"/>	
Division All	<input type="checkbox"/>	<input type="checkbox"/>	
Department all	<input type="checkbox"/>	<input type="checkbox"/>	
Department	<input type="checkbox"/>	<input type="checkbox"/>	
Specific employee group	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conlog websites and mobile apps