

COOKIE POLICY

POLICY COMPILED BY:	NAME: MARTHA MOTSATSI COMPANY SECRETARIAT  Signature
POLICY OWNER:	COMPANY SECRETARY AND LEGAL DEPARTMENT
POLICY ISSUE NUMBER:	ISSUE NO: 1
POLICY EFFECTIVE DATE:	01 SEPTEMBER 2021
REVIEW DATE:	01 SEPTEMBER 2024
DATE OF NEXT REVIEW	01 SEPTEMBER 2027
APPROVER ON BEHALF OF THE DIRECTOR	Mark Frankel: CEO  Signature

1. INTRODUCTION

Black Umbrellas (“BU”) recognises the need to secure the processing of personal data implemented by using its site and the protection of the rights and freedom of persons providing such data. In the interest of transparency, BU’s Cookies Policy contains detailed information about BU’s use of cookies.

2. PURPOSE

The purpose of this policy is to describe what cookies are, what BU uses them for, and how to manage them during your visit to or use of the BU websites. This policy is used in conjunction with BU’s [Privacy Policy](#).

3. WHAT ARE COOKIES?

- 3.1. A cookie is a small file of letters and numbers that BU stores on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.
- 3.2. BU’s websites use cookies to distinguish you from other users of the BU websites. This helps BU to provide you with a good experience when you browse the BU websites and also allows BU to improve its site. By continuing to browse the site, you are agreeing to BU’s use of cookies.
- 3.3. BU may place small text files called ‘cookies’ on your device when you visit the BU websites. These files do not contain personal data, but they do contain a personal identifier allowing BU to associate your personal data with a certain device. Many websites use cookies, and you can find out more about them at [All About Cookies](#).

4. WHY DO WE USE COOKIES?

- 4.1 Analyse the profile of the visitors to the BU websites and platforms and provides them with a better online experience.
- 4.2 Guarantee privacy when submitting data through a form, such as those found on contact pages or comment forms.
- 4.3 Remember user’s details for future correspondence.

- 4.4 Register statistics about visitors to record information about their preferences, location, and or device type while surfing BU's websites.
- 4.5 Optimize BU's website development and performance.
- 4.6 Understand who BU's audience is to provide and produce more relevant and engaging content.
- 4.7 Allow third parties to provide products and services on BU's websites and Help BU deliver interest-based advertising where appropriate in compliance with the applicable laws.

5. THE TYPE OF COOKIES USED BY BU

- 5.1. BU's websites use different types of cookies to distinguish its employees from other users of the websites. By continuing to browse the site, you are agreeing to the use of cookies.
- 5.2. Listed below are the most common types of cookies and the purposes for which they are used.
 - 5.2.1 **Session cookies** are stored temporarily in the computer's memory while exploring a website, for example to keep track of the chosen language. The session cookies are stored in the computer for a short period of time. They are deleted when the user closes the web browser.
 - 5.2.2 **Permanent cookies or tracers** remain in your computer for an extended period of time after the session. This type of cookie has in fact an expiration date. The permanent cookies allow websites to remember information and settings for the next user visit, making browsing more practical and rapid because it is no longer necessary to make a login. On the expiration date, the cookie is automatically deleted when you make your first access to the website that created it.
 - 5.2.3 **Third-Party Cookies** are set from a different domain than the one indicated in the address bar of the browser, or rather by organisations other than the website owners. These cookies are used, for example, to collect information for advertising purposes and content customization, as well as to process web

statistics. Third-party cookies are used to get information about the users' browsing habits and are believed to contain more sensible data hence most web browsers allow you to change the settings so that third-party cookies are never accepted.

- 5.3. The following types of cookies are used on the BU websites, namely:
- 5.3.1 **Essential cookies** are required for the operation of the BU websites to perform its essential functions. Without these cookies, some parts of the BU websites would stop working.
 - 5.3.2 **Site analytics cookies** are cookies that monitor how the BU websites are performing, and how you interact with them. BU uses them to know how best to improve its websites or services.
 - 5.3.3 **Functional cookies** are cookies that remember who you are as a user of the BU websites. BU uses them to remember any preferences you may have selected on the BU websites, like saving your username and password or settings.
 - 5.3.4 **Targeting cookies** record your visit to the BU websites, the pages you have visited and the links you have followed. BU will use this information to make its websites and the advertising displayed on it more relevant to your interests. BU may also share this information with third parties for this purpose.

6. MANAGING COOKIES

Because cookies are usually text files, it is possible to access them using most text editors or word processing programs. To open one of them, just double click on the icon. What follows is a list of links to web pages that explain how to view cookies using different browsers. If your browser is not present, please refer to the information provided by the browser about cookies. If you use a mobile phone, refer to its manual for further information.

Firefox: <https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer>

Chrome:

<https://support.google.com/chrome/bin/answer.py?hl=en&answer=95647&topic=14666&ctx=topic>

Internet Explorer: <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>

Safari: https://support.apple.com/kb/PH17191?locale=en_US&viewlocale=en_US

Edge: <https://support.microsoft.com/en-gb/help/4027947/windows-delete-cookies>

Opera: <https://www.opera.com/help/tutorials/security/cookies/>

7. DEACTIVATION/ACTIVATION OR DELETING COOKIES

7.1 Cookies can be restricted or blocked by your browser settings. If you don't want websites to store cookies on your computer at all, set your browser to receive a notification before storing each cookie. Alternatively, you can set your browser to refuse all cookies or only third-party cookies. You can also delete all cookies already present in the system. It's important to emphasize that the settings must be changed separately on each browser and computer you use.

7.2 If you want to block the storage of cookies, the correct functioning of the website will not be guaranteed. Some site's functions may not be available, and you may not be able to view certain web sites. Furthermore, blocking the storage of cookies does not remove the display of advertisements. Simply, these will no longer be customized to your interests and will be repeated more frequently.

7.3 The settings are changed following a different procedure for every browser. Please refer to the help manual of the browser if necessary. Your internet browser generally accepts cookies automatically, but you can often change this setting to stop accepting them. You can also delete cookies manually. You can read how to do this at **Digital Trends**.

7.4 Deleting or no longer accepting cookies may prevent you from accessing certain aspects of our website where cookies are necessary or because the website forgot your preferences.

8. UPDATES TO THIS POLICY

8.1 This Cookie Policy may be updated regularly as and when new cookies are implemented, or existing cookies removed. If necessary, BU will

make material changes to this policy and provide you with a prominent notice on its websites and/or send communication through email. BU may notify you in advance.

8.2 BU may also update this Cookie Policy based upon cookie best practices and legal requirements.