



Serious about performance,
passionate about value



Management Process



Support Process



Core Process



Operational Process

Management Policy number: MPCP05

**Management Policy name: Datacentrix
Cookie Policy**

Document owner: Group IT Manager

Applicable to: Datacentrix All

Confidential

This document is confidential and intended for the use of the distribution parties only. Any copying or dissemination of this document is strictly prohibited. © 2018 Datacentrix (Pty) Ltd

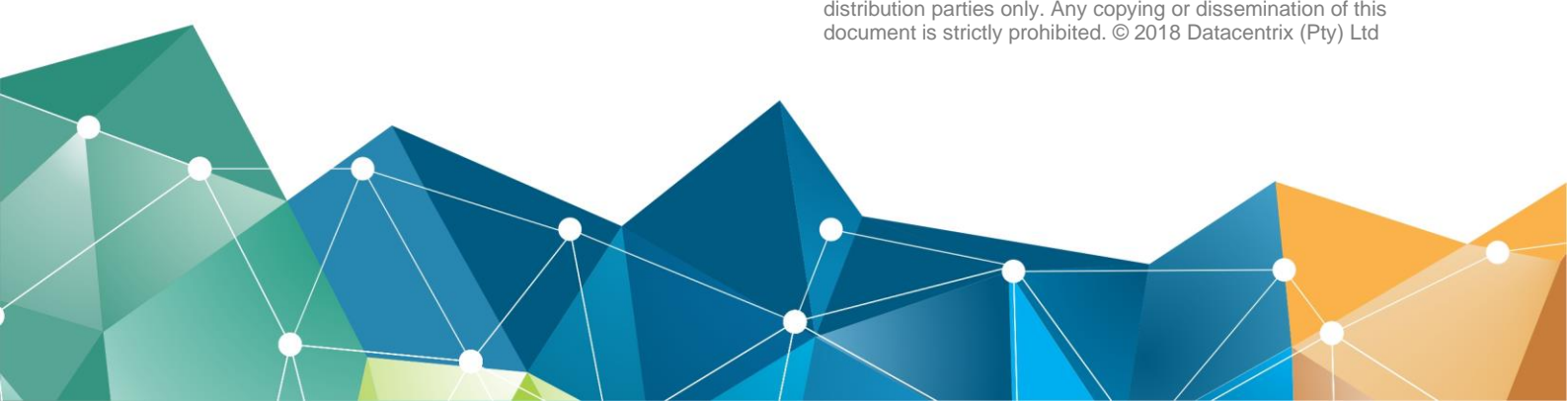


Table of contents

Overview	3
1. Scope	3
1.1 Geographical.....	3
1.2 Human Resource.....	3
2. Normative Reference	3
2.1 Datacentrix SHEQ related documents.....	3
2.2 Statutory and Legal (Acts, Governing Bodies) and International Standards.....	3
3. Terms and Definitions	3
4. Updates to this Policy	3
5. Operations	4
5.1 Why does Datacentrix use cookies?.....	4
5.2 The types of cookies Datacentrix uses.....	4
5.3 Datacentrix cookies.....	4
5.4 Deleting cookies.....	4
Document version uncontrolled once printed	5
Non-Compliance to Datacentrix Policies/Processes and Work Instructions	5

Overview

This policy works alongside the Datacentrix Privacy Policy. The purpose of this policy is to describe what cookies are, what Datacentrix uses cookies for, and how individuals can manage cookies when visiting or using the Datacentrix website.

1. Scope

1.1 Geographical

This document is relevant to all Datacentrix regional offices, including subsidiary companies of Infracore and eNetworks

1.2 Human Resource

The document applies to all Datacentrix Employees, Contract Workers and Datacentrix employees working from Datacentrix premises or at Client's sites.

2. Normative Reference

2.1 Datacentrix SHEQ related documents

- CPOP04 - Datacentrix Privacy Policy

2.2 Statutory and Legal (Acts, Governing Bodies) and International Standards

- Protection of Personal Information (PoPI) Act 4 of 1993

3. Terms and Definitions

Term	Definition
Cookie	<p>Datacentrix may place small text files called 'cookies' on devices when visiting the Datacentrix website.</p> <p>These files do not contain personal data but do contain a personal identifier allowing Datacentrix to associate personal data with a certain device. Many websites use cookies.</p> <p>The following link can be used when more information regarding cookies are required https://www.allaboutcookies.org/</p>

4. Updates to this Policy

This policy may occasionally change.

When making material changes to this policy, Datacentrix will provide a prominent notice on the Datacentrix website or send an email to all interested parties.

A notification will be sent out in advance.

5. Operations

5.1 Why does Datacentrix use cookies?

These files serve a number of useful purposes, including:

- Granting access to restricted content;
- Tailoring the Datacentrix website's functionality per individual by letting the Datacentrix website remember the preferences, location or device type per individual;
- Improving how the Datacentrix website performs;
- Understanding who Datacentrix audience is to be able to provide content most relevant to the individual;
- Allowing third parties to provide services to the Datacentrix website; and
- Assisting Datacentrix to deliver interest-based advertising where appropriate in compliance with the applicable laws.

5.2 The types of cookies Datacentrix uses

Datacentrix uses different types of cookies on the Datacentrix website. Some of these cookies are placed by Datacentrix, while others are placed by Datacentrix third-party plug-ins, suppliers or advertisers.

These cookies may be deleted from the device at different times, such as:

- At the end of the browsing session (when the individual leaves the website);
- After a pre-set amount of time; or
- May persist on the device until it is deleted by the individual.

5.3 Datacentrix cookies

The following types of cookies are used on the Datacentrix website.

Cookie Type	Purpose
Essential	Allows the Datacentrix website to perform its essential functions. Without these cookies, some parts of the Datacentrix website would stop working.
Site Analytics	Monitors how the Datacentrix website is performing, and how individuals interact with it. Datacentrix use site analysis cookies to know how best to improve the Datacentrix website or services.
Functional	Remembers individuals as a user of the Datacentrix website. Datacentrix use functional cookies to remember any preferences individuals may have selected on the Datacentrix website, like saving usernames, passwords or settings.

5.4 Deleting cookies

The internet browser generally accepts cookies automatically but can be changed in settings to stop accepting cookies when visiting websites. Cookies can also be deleted manually. The following link provides guidance on how to delete cookies <https://www.digitaltrends.com/>

Deleting or no longer accepting cookies may prevent individuals from accessing certain aspects of the Datacentrix website where cookies are necessary or because the website forgot the individual's preferences.

Document version uncontrolled once printed

Any (printed) hardcopy of a Quality document is uncontrolled and it is up to the reader to ensure that it is the latest copy by checking the document version on SharePoint at the time of ensuring validity. A document is therefore only valid for the date that it was printed.

Non-Compliance to Datacentrix Policies/Processes and Work Instructions

Policy adherence forms a major part of any Datacentrix staff members' job profile, which implies appraisal to measure and any disciplinary actions following non-compliance