

# Global Cookie Policy

This Global Cookie Policy (“Policy”) describes what cookies are, how and when Onsite IT, a company organized under the laws of the Republic of South Africa, with its offices located at 766 Tiervis Street Garsfontein South Africa, and its affiliates (“Onsite IT”) use cookies, how third parties we may partner with use cookies, if applicable, how to switch off cookies and other choices you may make regarding cookies and further relevant information. Onsite IT protects the Personal Data of its customers, prospects, partners, suppliers, and users/visitors online, in particular as collected through cookies, web beacons, pixels, tags, tracers and other technologies (together, “cookies”) and treats such Personal Data with the utmost care. For more information about Onsite IT’s use of cookies, please contact our Privacy Officer at [Onsite IT Privacy](#) .

## What Are Cookies?

Cookies are information files that your web browser places on your computer or mobile phone when you visit a website. Cookies enable the website to remember your actions and preferences and recognize you when you return, so that we may analyse trends, determine your areas of interest, administer our website, and to remember your preferences (for example, your choice of language) in order to speed up the navigation process and to make your site experience more efficient.

## **How and Why Onsite IT Uses Cookies and Other Technologies**

Onsite IT may use cookies and other technologies on our websites to collect certain information about visitors on our websites, their use of our online services, coupon offers and their interactions with our emails and online advertisements. For example, we may collect your browser type and operating system, IP address, viewed pages, links clicked, sites visited before coming to our website, and emails we send that you open, forward, or click through to our website. Collecting this information helps us to create websites that best suit our users' interests and preferences and to help identify products, site features, recipes, advertisements, and offers that may be of particular interest to you.

We use both session and persistent cookies on our Onsite IT websites. Session cookies are cookies that are automatically deleted when you close your browser. Persistent cookies are cookies that remain stored on your device for a period of time.

Also, we use both first party cookies and third party cookies. First party cookies are Onsite IT's cookies. Third party cookies are cookies that are set by websites that belong to a domain that is different from the domain that is displayed in the browser address bar when you visit a Onsite IT website.

## **List of Cookies Used on Onsite IT Websites**

Please see below a list of cookies that Onsite IT may use on one or more of our websites:

## **i. Necessary: Usability Cookies**

*Definition:* Necessary cookies help make a website usable by enabling basic functions like page navigation and access to secure areas of the website. The website may not operate properly without these cookies, thus causing them to be classified as “necessary”.

*Purpose:* These cookies are used to offer a more personalized service to you and to help make navigating on our websites easier, recognize a computer when you visit our websites, enhance the experience on our websites, and improve our websites’ usability.

*Cookie owner:* Onsite IT and third party

*Cookie type:* functionality cookies, session cookies

*Examples:*

- WSS\_FullScreenMode, BIGipServerextranet-farm-80-sharepoint-pool (Onsite IT)
- BIGipServerebusinessNonSSL-80-pool (Onsite IT)
- global.pageview (Onsite IT)
- X-Mapping-# (Onsite IT)
- SERVERID (eyeota.net)

## **ii. Preferences: Non-Operational Cookies**

*Definition:* Preference cookies enable a website to remember information that changes the way the website behaves or looks, like your preferred language or the region that you are in.

*Purpose:* These cookies provide other services or help us improve our products and services. This includes giving you the opportunity to print money-off coupons, link to social media sites, and set controls for audio and video players. Some cookies allow us to propose you to subscribe

to newsletters if you are, for example, browsing products and recipes pages.

*Cookie owner:* Onsite IT and third party

*Cookie type:* analytical/performance cookies, session, and persistent cookies

*Examples:*

- OnsiteIT.ribbonclosed.Onsite ITdotca\_message (Onsite IT)
- OnsiteIT.viewcount.InspirationDetailsPageContentType (Onsite IT)
- OnsiteIT.viewcount.ProductDetailsPageContentType (Onsite IT)
- yt-player-bandwidth (YouTube)

### **iii. Statistics: Analytics Cookies**

*Definition:* Statistic cookies help website owners to understand how visitors interact with website by collecting and reporting.

*Purpose:* These cookies are used to collect information about how visitors use our websites. We use the information to compile reports and to help us improve our websites. The cookies collect information in an anonymous form, including information on the number of visitors to our websites, from where visitors came to our websites, and the pages they visited. This information helps us to design more useful content for you.

*Cookie owner:* third party (Google and others)

*Cookie type:* analytical/performance cookies, session, and persistent cookies

*Examples:*

- \_ga (Google)
- \_gat (Google)
- \_gid (Google)

- \_utma (Google)
- \_utmt (Google)
- \_utmb (Google)
- \_utmc (Google)
- \_utmz (Google)
- \_utmv (Google)
- wui (weborama.com)

*Information:* The information generated by the cookies about your use of our websites (including your IP address) will be transmitted to and stored by Google on servers in the United States or at the location of other third parties. For more information about Google cookies, please read the [Google Privacy Policy](#).

You can prevent Google's collection and use of data (cookies and IP address) by downloading and installing the browser plug-in available from <https://tools.google.com/dlpage/gaoptout?hl=en>.

#### **iv. Marketing: Online Behavioural Advertising (OBA) Cookies and Similar Technologies**

*Definition:* Marketing cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more preferable for publishers and advertisers.

*Purpose:* These cookies and technologies (e.g., pixel tags) allow us to serve interest-based ads according to certain general interest categories or segments that we have inferred based on information such as:

- Web pages you view and links you click on Onsite IT websites and other websites you visit
- Mobile applications you use
- Onsite IT brand emails you view and links you click from within the email
- Demographic data; and
- Offline and online purchase data.

They also allow us to optimize our advertising campaigns on third party platforms like Facebook.

We use third party service providers to help administer our interest-based advertising systems. We require that these third party service providers protect the information they use on Onsite IT's behalf for online behavioural advertising and agree not to use it for any other purpose.

*Cookie owner:* third party

*Cookie type:* analytics/performance cookie, targeting/advertising cookies, session, and persistent cookies

*Examples:*

- DSID (Google)
- FLC (Google)
- AID (Google)
- TAID (Google)
- NID (Google)
- IDE (Google)
- Facebook Pixel (Facebook)

## How to Manage Cookies

There are several ways to configure and manage cookies. You may either (i) disable Onsite IT or third party cookies using your browser settings, or (ii) use our cookie settings tool to manage your preferences (accept/deny) for cookies:

### i. Browser Setting Cookie Management

You can delete all cookies that are already on your computer and you may configure your internet browser to refuse, accept or delete cookies from websites, including ours, at any time.

Cookie settings can vary from one browser to another. By way of example, the below hyperlinks provide further guidance on how to disable the use of cookies on certain browsers and/or on how to delete cookies:

- *Chrome*: <https://support.google.com/chrome/answer/95647?hl=en>
- *Internet Edge*: <http://windows.microsoft.com/en-US/windows-vista/Block-or-allow-cookies> and <http://windows.microsoft.com/en-us/internet-explorer/delete-manage-cookies#ie=ie-11-win-7>
- *Mozilla Firefox*: <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences?redirectlocale=en-US&redirectslug=Enabling+and+disabling+cookies> and <https://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>.

## **ii. Onsite IT Consent Mechanism Cookie Tool**

You may provide or withdraw your consent by using our consent mechanism tool available in our cookie banner. Please note that if cookies are disabled or removed, not all features of our websites will operate as intended. For example, you may not be able to use all of the features we offer, you may not be able to store your preferences and some of our pages may not display properly.

If you do not want third party advertisers to collect or use information based on your activity on websites, devices, or apps for the purpose of showing you ads, you can opt out through the Digital Advertising Alliance of Canada in Canada, the Digital Advertising Alliance in the United States or the European Digital Advertising Alliance in Europe. You can also opt out of certain browser data gathering features, such as Google Analytics Advertising Features, through Ads Settings, Ad Settings for Mobile Apps or other available means.

To learn more about behavioural advertising practices and to make choices regarding our use of targeting or advertising cookies, including the Facebook pixel, you can visit <http://www.youronlinechoices.eu>.

### **How Long Do We Keep Personal Data?**

Onsite IT has internal retention policies and procedures that build upon the criteria set out in the [Global Privacy Policy](#) to determine the retention periods of Personal Data. The retention period may vary depending on whether the cookie is placed by Onsite IT or by third parties. We are not responsible for the retention period of third-party cookies.

Your data collected by Onsite IT will not be kept longer than is strictly necessary for the purposes stated in the [Global Privacy Policy](#) and this Policy. The cookies will expire no more than 13 months after initial placement. The information collected through the cookies will be kept for a maximum of 25 months. Beyond that, data will be erased when the retention periods expire, unless a longer retention period is permitted or imposed by law, or unless they are subject to a process of anonymization.

### **Acknowledgement and Agreement re Our Use of Cookies**

By continuing to use this Onsite IT website, you acknowledge that you have read the terms of this Policy and that you understand how to manage cookies; please read and consider your options carefully.

### **Revisions to the Policy**

We may update this Policy from time to time. Changes to this Policy will not necessarily be preceded by a notice posted on the website, and we encourage you to check the Policy periodically for changes. Your continued use of the Onsite IT website following the posting of changes to the Policy will mean you accept those changes.

### **Conflicts or Inconsistencies between Policies**

This Policy forms part of our [Global Privacy Policy](#). If there is any conflict or inconsistency between a provision of this Policy and a provision of any other Onsite IT policy, such as in particular the Onsite IT [Global Privacy Policy](#), this Policy will prevail with respect to cookies and similar technologies and cookie-related retention periods. With respect to all other matters, the Onsite IT [Global Privacy Policy](#) will prevail.

