

Cookies Policy

Versioning Control					
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Sign Off and Approval					

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1. INTRODUCTION

- 1.1 Elec-Mech (Pty) Ltd recognises that the Protection of Personal Information Act 4 of 2013 ("**POPIA**") requires that we ensure security measures, processes and procedures to guard against unlawful or unauthorised processing of Personal Information, and against accidental loss of, or damage to Personal Information. Consequently, we are committed to ensuring that the Personal Information we hold or are responsible for is safeguarded against the risks.
- 1.2 This policy works alongside and should be read in conjunction with our Privacy Policy. The purpose of this policy is to describe what cookies are, what we use them for on our website, and how you can manage them during your visit to or use of our website.
- 1.3 Insofar as cookies are not strictly necessary for the provision of products and services on our website, we will ask our customers to consent to our use of cookies when visiting our website. It is important to note that deleting or not accepting cookies may prevent the user from accessing certain functionality of our website and may cause certain parts of our website to not work properly.
- 1.4 This Policy applies to all employees of Elec-Mech (Pty) Ltd, along with any third parties who may interact with the Personal Information held by us.
- 1.5 Breaches of this Policy must be reported to Elec-Mech (Pty) Ltd who will then take appropriate steps which may include enforcing compliance or transferring the matter to the relevant authorities to initiate disciplinary proceedings where necessary.

2 ABOUT COOKIES

- 2.1 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. These files do not contain personal data, but the identifier allows us to associate your personal data with a certain device.

3 COOKIES WE USE

We use cookies for the following purposes:

- 3.1 Authentication - we use cookies to identify you when you visit our website and as you navigate our website.
- 3.2 Status - we use cookies to help us to determine if you are logged into our website.

- 3.3 Shopping cart - we use cookies to maintain the state of your shopping cart as you navigate our website.
- 3.4 Personalisation - we use cookies to store information about your preferences and to personalise our website for you.
- 3.5 Security - we use cookies as an element of the security measures used to protect user accounts, including preventing fraudulent use of login credentials, and to protect our website and services generally.
- 3.6 Analysis - we use cookies to help us to analyse the use and performance of our website and services.

4 COOKIES USED BY OUR SERVICE PROVIDERS

- 4.1 Our service providers may use cookies and those cookies may be stored on your computer when you visit our website.
- 4.2 We use Google Analytics to analyse the use of our website. Google Analytics gathers information about website use by means of cookies. The information gathered relating to our website is used to create reports about the use of our website.

5 MANAGING COOKIES

- 5.1 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
- 5.2 Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version.

6 CONSENT OR DEACTIVATION OF COOKIES

- 6.1 You have the right to re-configure your browser or our Websites to restrict cookies. For more information about cookies and instructions on how to adjust your browser settings to accept, delete or reject cookies, see the www.allaboutcookies.org/ website.
- 6.2 If you do not want us to use the cookies, then please note that you can deactivate them by clicking on the decline button on our website. Please note that where you re-configure

cookies, you may find this affects your ability to use our Website, and application or services.

7 WHO TO CONTACT IN CASE OF CONCERNS

7.1 We have management who, in conjunction with our relevant IT personnel where necessary, shall be responsible for –

7.1.1 the development, implementation and maintenance of this Policy and ensuring the lawful Processing of Personal Information.

7.1.2 dealing with requests made to us for access to Personal Information held by us.

7.1.3 conducting annual reviews of this Policy.

7.1.4 liaising with regulators; and

7.1.5 providing training to our employees.

7.2 Contact details.

7.2.1 Name: Rob Norton

7.2.2 Address: Unit E5, Sanlam Industrial Park, Masjien Street, Strydom Park, Johannesburg, South Africa

7.2.3 E-mail address: info@elecmech.co.za

7.2.4 Telephone number: 011 792 1084

8 CONSEQUENCES OF NON-COMPLIANCE

8.1 Any contravention(s) of this Policy may result in disciplinary action being instituted against an employee, which action may include dismissal or termination of employment and any other legal action that may be available to us.

8.2 We also reserve the right to exercise any appropriate form of legal action against any party which may cause us harm and/or damages by way of non-compliance with this Policy. Parties also risk statutory penalties.

9 POLICY REVISION

This Policy is subject to review and amendment without prior notice. However, we undertake to ensure that any amendments hereto are communicated clearly and effectively, for the benefit of our employees and any other persons who may be affected by this Policy.

10 VERSION CONTROL

Last updated **June 2021**.