

COOKIES POLICY

This Cookies Policy aims to make you feel at ease with how we use cookies on our website and outlines the guidelines that govern our use of cookies. By using our website, you consent to the use of cookies to track your activity on <https://www.collabrinet.com/>. If you have any concerns or wish to withdraw your consent, you can follow the instructions below.

1. WHAT ARE COOKIES?

Cookies are small text files that websites may place on your computer or mobile device while you browse. They serve various purposes, such as enhancing your browsing experience, remembering preferences, and improving website functionality.

For greater detail about cookies, here are a few websites for reference:

www.allaboutcookies.org / www.youronlinechoices.eu / www.termsfeed.com

2. CONSENT AND PREFERENCES

Upon your first visit to our website, you may have seen a pop-up regarding cookie usage. Although it may not appear on subsequent visits, you can withdraw your consent at any time by following the instructions below.

3. WHY DO WE USE COOKIES?

The information we collect using cookies helps us understand customers/ users of our website(s) better so that we can provide a more focused user experience. Cookies can, for example, be used to remember user login information and online shopping cart items, to helping companies create targeted ads. Using the knowledge of your previous visit to our website(s), Collabrinet can enhance subsequent visits by tailoring our content to match your requirements.

The most common function of cookies is to remember bits of information that help make browsing the web easier and more hassle-free for you.

We use cookies principally because we want to make our website(s) and mobile application(s) (if any) user-friendly, and we are interested in anonymous user behaviour. Generally, cookies do not store sensitive or personally identifiable information such as your name and address or credit card details.

In the unlikely event that our website(s) uses cookies to store personal information about you, Collabrinet encrypts the personal information to prevent unauthorised use by anyone else.

4. TYPES OF COOKIES

<u>Nr.</u>	<u>Cookie Type</u>	<u>Description</u>
1.	Strictly Necessary Cookies	Essential for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
2.	Analytical/Performance Cookies	They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. These cookies may also tell us how many of our visitors are male or female and may summarise the number of visitors who fall within certain age ranges, or certain interest categories or certain geographical area. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
3.	Social Networking Cookies	These cookies allow users to share content on social media platforms and help link activity between a website and third-party sharing platforms.
4.	Behaviourally Targeted Advertising Cookies	These cookies record your visit to our website, the pages you have visited and the links you have followed. They are specifically designed to gather information from users on their devices to display advertisements based on relevant topics of interest. They are also used to limit the number of times you see an advertisement as well as to help measure the effectiveness of the advertising campaign. These cookies remember that you have visited our website and use this information to tailor advertising for our products and/ or services when you visit third party websites. The information on the users gathered by the cookies may be shared with other advertisers to measure the performance of their advertisements. We may also share this information with third parties for this purpose. They are mainly third party cookies on our website, and are placed by advertising networks.

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5. MANAGING COOKIES

Most web browsers have tools to delete or block cookies. However, blocking cookies may affect the functionality of some website features.

To turn cookies off for all websites via your web browser, follow the instructions in the table below. **(Please note that the list is only applicable to the browsers mentioned and is different on PC and Mac).**

Google Chrome	<ol style="list-style-type: none"> Click on "Menu" icon (top right-hand corner below exit icon) Click "Settings" Under Privacy and security section click on "Cookies and other site data" Enable or disable cookies. <p>To enable cookies, select "Allow all cookies" (recommended)</p> <p>To disable cookies, select "Block all cookies" (not recommended)</p>
Microsoft Internet Explorer 9.0+	<ol style="list-style-type: none"> Click on "Tools" icon Select "Internet options" Click on "Privacy" tab Click on "Advanced" tab Make selection on how cookies are handled
Mozilla Firefox	<ol style="list-style-type: none"> Click on "Menu" icon (top right-hand corner below exit icon) Click on "Options" Click on "Privacy & Security" Scroll down to "Cookies and Site Data" Make selection on how cookies are handled
Safari	<ol style="list-style-type: none"> Click on "Menu" icon (top right-hand corner) Click on "Privacy" tab Scroll down to bottom of page and select "Privacy & cookies" Make selection on how cookies are handled

6. DISABLING COOKIES

If you disagree with the use of cookies, you can disable them by following the instructions on www.allaboutcookies.org or using available automated tools. Please be aware that disabling cookies may impact certain personalised features. Users can also manage cookies (and delete cookie files) by opening their web browser (such as Chrome, Firefox, or Safari) and finding where cookies are stored. For example, cookie storage can be enabled/ disabled in Internet Explorer by clicking "Tools", then "Internet Options", then the "Privacy" tab and "Advanced". Please understand, however, that some of the services will not function so well if cookies are disabled.

Where the organisation setting the cookie provides an automated disabling tool in respect of its cookie(s), we list the name of that organisation, the category of cookies it sets together with a link to its automated disabling tool. In all other cases, we list the names of the cookies themselves and their source at the date of this Cookies Policy so that you can easily identify and disable them if you want through your browser controls.

After your initial visit to this website, we may change the cookies we use. This Cookies Policy will always allow you to know who is placing cookies, for what purpose and give you the means to disable them so you should check it from time to time.

7. WHAT COOKIES DO WE USE?

For detailed information about the cookies we use, their purposes, duration, and sources, please refer to the table below:

Cookie	Name	Purpose	Domain	Duration
• Analytics	_ga	Google Analytics sets this cookie to calculate visitor, session and campaign data and track site usage for the site's analytics report. The cookie stores information anonymously and assigns a randomly generated number to recognise unique visitors.	www.collabrinet.com	1 year 1 month 4 days
• Analytics	_ga_*	Google Analytics sets this cookie to store and count page views.	www.collabrinet.com	1 year 1 month 4 days
• Necessary	rc::a	This cookie is set by the Google recaptcha service to identify bots to protect the website against malicious spam attacks.	www.collabrinet.com	Never
• Necessary	rc::c	This cookie is set by the Google recaptcha service to identify bots to protect the website against malicious spam attacks.		Session

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Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/ performance cookies or targeting/ advertising cookies.

8. UPDATES TO COOKIES POLICY

This Cookies Policy may be updated. Ensure you check this Policy periodically for changes. We always provide information on who places cookies, their purpose, and how to disable them.