

## Cookies Policy

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## 1. SCHEDULE

1.1	The Organisation	Trafalgar Property Management (Pty) Ltd
1.2	Registration number	1989/003678/07
1.3	Email address	popia@trafalgar.co.za

## 2. INTRODUCTION

Cookies are simple text files that are stored on your computer or mobile device by a website's server. Each cookie is unique to your web browser. It will contain some anonymous information such as a unique identifier, website's domain name and some digits and number.

## 3. TYPES OF COOKIES WE USE

### *Necessary cookies*

Necessary cookies allow us to offer you the best possible experience when accessing and navigating through our website and using its features. For example, these cookies let us recognise that you have created an account and have logged into that account to access the internet.

### *Functional cookies*

Functionality cookies let us operate the site in accordance with the choices you make. For example, we will recognise your username and remember how you customised the site during future visits.

### *Analytical cookies*

The cookies enable us and third-party services to collect aggregated data for statistical purposes on how our visitors use the website. These cookies do not contain personal information such as names and email addresses and are used to help us improve your user experience of the website.

## 4. HOW TO DELETE COOKIES

If you want to restrict or block the cookies that are set by our website, you can do so through your browser setting. Alternatively, you can visit [www.internetcookies.org](http://www.internetcookies.org), which contains comprehensive information on how to do this on a wide variety of browsers and devices. You will find general information about cookies and details on how to delete cookies from your device.

## 5. CONTACTING US

If you have any questions about this cookie policy or use of our cookies, please contact us on the email address detailed in section 1.3.

## 6. POLICY AWARENESS AND UPDATES

- 6.1. **Training and awareness:** The (i) requirement for, and (ii) a user's obligation in terms of, this Policy will be explained in detail in the Company's induction program, in the case of employees of the Company. Further training and additional awareness regarding the Policy will be offered from time to time by the Company. The Company will specifically make Users who are not employees of the Company aware of the Policy.
- 6.2. **Dissemination:** This Policy will be made available on the Company's intranet and website.
- 6.3. **Review:** This Policy will be reviewed from time to time in order to ensure ongoing compliance with POPIA, but such revisions will take place at least annually. More frequent review may be required in response to (i) exceptional circumstances, (ii) organisational change, or (iii) relevant changes in legislation or guidance.