



e4 Cookie Policy

[version 09-02-2021]

BEFORE READING THE REST OF THIS COOKIE POLICY, PLEASE NOTE THE FOLLOWING PRELIMINARY TERMS:

“e4”, “e4 Group of Companies”, “our”, “us”, or “we” means, as indicated by the context, any of the following companies:

<u>Company name:</u>	<u>Reg. No:</u>	<u>Website(s):</u>
E4 STRATEGIC (PTY) LTD	2006/027343/07	www.e4.co.za www.stordoc.co.za www.lawdeed.co.za
E FOUR STRATEGIC (NAMIBIA) (PTY) LTD	2004/548 (Namibia)	www.e4.co.za
SEARCHWORKS 360 (PTY) LTD	2015/095845/07	www.searchworks.co.za www.searchshop.co.za

and any of their holding companies, subsidiaries, as well as subsidiaries of their holding companies from time to time, as the case may be.

“**You**” and/or “**your**” means you, the viewer of our website(s).

“**e4 staff**” means any of e4’s directors, employees, agents, contractors and/or consultants, as the case may be.

This cookie policy covers our corporate web sites listed above, as well as any other e4 websites from time to time.

BY CONTINUING TO USE OUR WEBSITE WITHOUT CHANGING YOUR SETTINGS TO RESTRICT COOKIES, YOU ARE, BY YOUR CONDUCT, CONSENTING TO THE USE OF COOKIES ON OUR WEBSITE.

1. POPIA NOTICE

In terms of the *Protection of Personal Information Act, 2013* (Act No.4 of 2013 of the Republic of South Africa) (“POPIA”), online identifiers such as cookies constitute personal information and may only be processed if you are notified and the criteria set out in section 11 of POPIA (e.g. consent, justification, legally required) are also met.

2. COOKIES

We use cookie technology on our website(s). A cookie is an online identifier comprising a small text file that is saved to your computer when you visit our website(s) and makes it easier for us to give you a better online experience by helping to diagnose problems with our servers, improve marketing efforts, analyse usage of our website(s), improve content offering,



and to better customise our services. We do not use cookies to track your internet usage before and after visiting our website(s).

3. TYPES OF COOKIES USED ON OUR WEBSITE:

3.1 Session cookies

These cookies are temporary and only exist while you browse our website. As soon as you close your browser they are removed. They allow our website to link your actions during a browser session and help maintain security.

3.2 Persistent cookies

These are permanent cookies that are stored on your device until they reach a set expiry date or until you delete them. They remember your preferences or actions across our site(s). We may use them for various reasons, such as remembering your preferences and choices when using our site.

3.3. First or third-party cookies

Additionally, cookies can be first- or third-party cookies. First-party cookies are owned and created by us. Third-party cookies are owned and created by another company that provides a service to us, such as online chat and website.

4. WHAT WE USE COOKIES FOR

Cookies are common and do not harm your system - they store or gather information in order to help you do things online, such as remembering login details so you do not have to re-enter them when revisiting a site.

We use cookies to:

- Help diagnose problems with our servers;
- Gather customer browsing information on our website(s);
- Temporarily store input information in our tools, such as calculators and illustrations; and
- Evaluate our sites' advertising and promotional effectiveness.

We do not use cookies to track your Internet usage after leaving our website, and we do not store your personal information in them for others to read or understand.

5. HOW TO DISABLE COOKIES

You can stop your browser from accepting cookies by changing the settings on your web browser.

On most browsers, cookies are enabled by default. Explore the settings and options on your browser to disable or enable them, alternatively, an external resource is available at (<https://www.allaboutcookies.org/manage-cookies/>) providing specific information about cookies and how to manage them.



Please however note that if your browser is set to restrict the use of cookies, some parts of our website(s) and our services may not function properly, or at all. We therefore encourage you not to disable cookie technology when interacting with us.

6. REVISIONS TO THIS POLICY

e4 reserves the right to change or amend this policy at any time without prior notice. Changes will be posted on the websites from time to time.

7. QUERIES

Any queries regarding this policy must be directed to our legal department on +27 (0)86 034 0000 or legal@e4.co.za.

8. WEBSITE MAINTENANCE

The e4 website(s) are maintained and updated by the IT Department of e4.

9. ECT ACT INFORMATION (ACT NO. 25 OF 2002):

<u>Company name:</u>	See definition of "e4" above.
<u>Registration number:</u>	See definition of "e4" above.
<u>Physical address:</u>	55 Sixth Road Hyde Park Johannesburg 2196 Republic of South Africa
<u>Postal address:</u> <u>(local or international)</u>	Postnet Suite 104 Private Bag X11 Birnam Park Johannesburg 2015 Republic of South Africa
<u>Website address:</u>	See definition of "e4" above
<u>Email address:</u>	info@e4.co.za (general) legal@e4.co.za (legal)
<u>Telephone number:</u>	+2786 034 0000
