Balwurk

Cookies Policy

Information Security under ISO/IEC 27001:2022

Balwurk
2-2-2023

Document Control

Change History

Version	Comments
0.01	Document outline
0.02	Draft for discussion
0.03	Final draft
1.0	Publication final version

Document Reference

[Nr] Document Title	Location
Cookies Policy	ISMS

Document maintenance

This document must be reviewed at least once a year or when important (Organizational, regulatory etc.) changes are recognised by the management of Balwurk. The following table provides the review and approval trail indicating which version of this policy was lastly reviewed, on what date and by whom.

Version	Review date	Approved by	Owner	Role
1.0	2-2-2023	CEO	Head of GRC	Head of GRC

Contents

Introduction

Purpose of this document

This document, and a set of supporting policies, processes, guidelines, and procedures, is part of the Information Security Management System.

Scope

This Policy explains what cookies are, how we use them, the types of cookies we use, the information we collect using cookies, how that information is used and how to control the cookie's preferences.

If you want to learn more about who we are, how we use, store, and keep your personal data secure and how you can contact us, please read our Privacy Policy.

You can change or withdraw your consent from the cookie management bar on our website anytime.

Your consent applies to the following domain: balwurk.com

Your current state: Consent Accepted. Allowed cookies (Necessary). Not allowed cookies (Functional, Performance & Analytics, Others). Manage your consent.

Review and audit

Management review

We may revise this policy and make changes whenever necessary or required, so users are advised to consult it periodically.

Following each revision, the older version will be updated, and all the updates will become an integral part of the Policy.

Definitions

- **Websites**: All Balwurk websites under the master domains: balwurk.com
- **Cookies**: Small data files stored on your hard drive or in device memory.
- **Web beacons**: Electronic images that may be used in our websites to help us deliver cookies, count visits, understand usage, and campaign effectiveness.

Why do we use cookies or similar technologies?

To provide a personalised service to our users, it is necessary to memorise and store information about how you use our websites via cookies. These files contain reduced amounts of information downloaded to the computer or other device.

On each subsequent visit, your internet browser sends these cookies back to our website to enable recognition and memorisation of your user preferences.

How do we use cookies?

Like most online services, our websites use first-party and third-party cookies for several purposes. The first-party cookies are primarily necessary for the websites to function the right way, and they do not collect any of your personally identifiable data.

The third-party cookies used on our websites are used mainly for understanding how the website performs, how you interact with our website, keeping our services secure, providing advertisements that are relevant to you, and providing you with a better and improved user experience and help speed up your future interactions with our website.

How can you control the cookie's preferences?

You can manage your cookies preferences by clicking on the "Settings" button and enabling or disabling the cookies categories on the popup according to your preferences.

If you change your preferences later through your browsing session, you can click on the "Cookies Policy" tab on your screen. This will display the consent notice again, enabling you to change your preferences or withdraw your consent entirely.

In addition, different browsers provide different methods to block and delete cookies. You can change your browser's settings to block/delete the cookies.

What type of cookies can you find on our websites?

We use different types of cookies, which enable three types of functionalities with different degrees of optimisation of the browsing experience and service levels:

- **Session cookies**: these are temporary cookies that remain stored in the browser until the user leaves the webpage, so no record is left on the user's hard drive. The information gathered by these cookies are used to analyse site traffic patterns, which enables us to improve the content and navigability of the site
- **Permanent cookies**: these cookies are stored in your browser and used when you return to our website

What cookies do we use on our websites?

The cookies used on our website are grouped into the following categories.

Necessary

Necessary cookies are essential for the website to function correctly. These cookies ensure basic functionalities and security features of the website anonymously.

Functional

These cookies help to improve the functionality of our website, allowing us to remember user preferences and choices on our websites.

Analytics

These cookies enable us to carry out statistical analysis of how users use the websites. We examine the navigation on our website with the aim of improving the services we make available to you.

Contact us about privacy questions

If you have any questions or want more information about the use of cookies on our websites, please get in touch with us via data.protection@balwurk.com

Additional information will be provided to you without undue delay and in full compliance with the law.