

COOKIE POLICY

Welcome to our cookie policy. This policy works alongside our [Privacy Notice](#). The purpose of this policy is to describe what cookies are, what we use them for, and how you can manage them during your visit to or use of our Website.

1. What are cookies?

1.1. We may place small text files called ‘cookies’ on your device when you visit our Website. These files do not contain Personal Information, but they do contain a personal identifier allowing us to associate your Personal Information with a certain device. Many Websites use cookies, and you can find out more about them at [All About Cookies](#).

2. Why do we use cookies?

2.1. These files serve a number of useful purposes for you, including:

- a) granting you access to restricted content;
- b) tailoring our Website’s functionality to you personally by letting us remember your preferences, location, or device type;
- c) improving how our Website performs;
- d) understanding who our audience is so that we can provide content most relevant to you;
- e) allowing third parties to provide services to our Website; and
- f) helping us deliver interest-based advertising where appropriate in compliance with the applicable laws.

3. The types of cookies we use

3.1. We use different types of cookies on our Website. Some of these cookies are placed by us, while others are placed by our third-party plug-ins, suppliers, or advertisers. These cookies may be deleted from your device at different times, such as at the end of your browsing session (when you leave the Website) or

after a pre-set amount of time, or they may persist on your device until you delete them.

3.2. We use the following types of cookies on our Website:

- a) **essential cookies**– these are cookies that allow our Website to perform its essential functions. Without these cookies, some parts of our Websites would stop working.
- b) **performance cookies**- allow us to analyse site usage to evaluate and improve its performance.
- c) **site analytics cookies**– these are cookies that monitor how our Website is performing, and how you interact with it. We use them to know how best to improve our Website or services.
- d) **targeting cookies**- identify a unique browser or device and are used to potentially surface relevant material from other sites and are primarily used by select social media other partners.
- e) **analytics cookies**- helps to understand the behaviour of our visitors and the usage of the Website in an aggregated manner. For instance we can use these cookies to gain insight into how our visitors use our Website. This means we can find out what works and what does not, it allows us to continuously improve the Website, and measure how effective our advertising and communication is.
- f) **functional cookies**– these are cookies that remember who you are as a user of our Website. We use them to remember any preferences you may have selected on our Website, like saving your username and password or settings.

3.3. **Third party social networks**

- a) Third party social networks (e.g. LinkedIn) may also place cookies. This enables you to share content of the Website on social networks. These third parties may use cookies for their own purposes. Virtual Collaboration Network (“**Viconet**”) has no influence over how these social media networks make use of your data. For more information regarding the cookies set by the social media networks please refer to their own privacy and cookie policies.

3.4. **Deleting cookies**

- a) Your internet browser generally accepts cookies automatically, but you can often change this setting to stop accepting them. You can also delete cookies manually.
- b) Deleting or no longer accepting cookies may prevent you from accessing certain aspects of our Website where cookies are necessary or because the Website forgot your preferences.

3.5. **Updates to this policy**

- a) We may occasionally make changes to this policy. When we make material changes to this policy, we will provide you with a prominent notice on our Website or send you an email. We may notify you in advance.

4. **Control your cookie setting**

- 4.1. Viconet may also offer the possibility to set your preferences regarding cookies. By clicking 'Cookie settings' you can choose which type of cookies you would like our Website to use. You can change your preferences at any time – including completely withdrawing the consent you have previously given to us. Under 'Cookie Settings / Set Preferences' you can also find a list of all cookies within the categories 'analytical' and 'advertising'.