

**THE
ASSOCIATION OF PLASTIC, RECONSTRUCTIVE
AND AESTHETIC SURGEONS OF SOUTHERN AFRICA
(APRASSA)**

Cookies Policy

DOCUMENT MANAGEMENT

CREATION DATE	AUTHOR	EFFECTIVE DATE	DATE LAST UPDATED
15 September 2021	APRASSA	1 July 2021	15 September 2021

Version: 1

Cookies Policy

1. INTRODUCTION

On the Website, we use cookies to make your overall experience on our Website better. Specifically, we use cookies to:

- Store information for the time you are on the Website (called "Session Cookies")
- Store information to recognize your browser or device each time you visit (called "Persistent Cookies")
- Store your login and password information, if you choose to.
- Store your user settings, like audio and display settings.
- Analyze your behavior on our Website, so we can continue to improve.
- Allow others to advertise on our Website or track information about you to improve advertising to you.

By using our Website or any of our services, you consent to our use of cookies. This Cookies Policy will explain what cookies are, how we use them, and what your rights are in relation to our use of cookies. We will also discuss our third-party cookies and what they mean for you.

2. WHAT ARE COOKIES?

Cookies are small files that are placed on your device to store information. Specifically, cookies are small strings of text used to store information that may concern you, your behavior on the web, your preferences, or your device. Cookies are mainly used to adapt the operation of the Website to your expectations, offering a more personalized browsing experience and memorizing the choices you made previously.

There are various types of cookies. Cookies do not record or store any personal data from your device.

3. HOW WE USE COOKIES

Technical cookies, which can also sometimes be called HTML cookies, are used for navigation and to facilitate your access to and use of the site. They are necessary for the transmission of communications on the network or to supply services requested by you. The use of technical cookies allows the safe and efficient use of the Website.

You can manage or request the general deactivation or cancelation of cookies through your browser. If you do this though, please be advised this action might slow down or prevent access to some parts of the Website.

We also use cookies that are retransmitted by an analytics or statistics provider to collect aggregated information on the number of users and how they visit the Website. These are also considered technical cookies when they operate as described.

Analytics may collect information through log data, such as:

- internet protocol (IP) address;
- type of browser and device;
- operating system;
- name of the Internet Service Provider (ISP);
- country information;
- date and time of visit;
- web page of origin (referral) and exit;
- possibly the number of clicks.

We do not use this information to identify you, but rather to understand usage trends on our Website.

We use **session cookies** to keep track of how you browse on your visits to the Website. Temporary session cookies are deleted automatically at the end of the browsing session - these are mostly used to keep track of what you do from page to page, such as with online shopping, keeping track of what is in your cart.

Persistent cookies, on the other hand, remain active longer than just one particular session. These help us recognize you. We also use them to store your login and password info, if you choose, and to store your user settings.

Third-party cookies: We also utilize third-party cookies, which are cookies sent by a third-party to your computer. Persistent cookies are often third-party cookies. The majority of third-party cookies consist of tracking cookies used to identify online behavior, understand interests and then customize advertising for you.

When these types of cookies are used, we will ask for your explicit consent.

4. CONSENT

When you arrive to our Website, we will request your consent for cookies by clicking the 'accept' tab.

5. WHAT CAN YOU DO ABOUT COOKIES?

If you want, you can prevent the use of cookies, but then you may not be able to use our Website as we intend. To proceed without changing the options related to cookies, simply continue to use our Website.

For our Website, this is how you can adjust your settings and, if desired, opt-out of cookies completely:

1. You can also manage cookies through the settings of your browser on your device. However, deleting cookies from your browser may remove the preferences you have set for the Website, as well as preferences you have set for other websites.
2. For further information and support, you can also visit the specific help page of the web browser you are using:
 - Internet Explorer: <http://windows.microsoft.com/en-us/windows-vista/block-or-allow-cookies>
 - Firefox: <https://support.mozilla.org/en-us/kb/enable-and-disable-cookies-website-preferences>
 - Safari: <http://www.apple.com/legal/privacy/>
 - Chrome: <https://support.google.com/accounts/answer/61416?hl=en>
 - Opera: <http://www.opera.com/help/tutorials/security/cookies/>

6. HOW TO CONTACT US

For any questions on our cookies policy, you can reach us at the following email: office@aprassa.co.za.

7. POLICY COMPLIANCE

7.1 COMPLIANCE MEASUREMENT

The Information Officer will verify compliance with this policy through various methods, including but not limited to, periodic video monitoring, business tool reports, internal and external audits, and feedback from policy owners.

7.2 EXCEPTIONS

Any exception to the policy must be approved by the Information Officer in advance.

7.3 NON-COMPLIANCE

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

8. RELATED STANDARDS AND POLICIES

- Mobile and Portable Devices Policy
- Email Policy
- Incident Response Policy
- Internet Use Policy
- Social Media Policy

9. INFORMATION OFFICER

Contact details of the Information officer:

Name:	Professor Efthimios Andreas Christofides
Position:	President
Tel:	(011) 282-5349 or 082 852 6688
E-mail:	office@aprassa.co.za

10. POLICY CHAMPION

Contact details of the administrator responsible for this policy:

Name:	Candice Penfold
Position:	Office Administrator
Tel:	(011) 784-4957
E-mail:	office@aprassa.co.za

11. REVISION HISTORY

REVIEWERS			
NAME SURNAME SIGNATURE	DATE	POSITION	SUBJECT AND RAISED QUESTIONS

CHANGES MADE			
DATE	AUTHOR	VERSION	CHANGES MADE