1. **INTRODUCTION**

This Cookie Policy provides information on how cookies are used on this site and the Institute of Directors in South Africa NPC (IoDSA) microsites, as well as how to reject or delete those cookies if you wish.

Please note that by deleting our cookies or disabling future cookies you may not be able to access certain areas or features of our site.

2. **WHAT ARE COOKIES?**

Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user’s device. You can find more information about cookies by visiting the following websites:

- [www.allaboutcookies.org](http://www.allaboutcookies.org)
- [www.aboutcookies.org](http://www.aboutcookies.org)

3. **HOW THE IoDSA USES COOKIES**

Cookies allow the IoDSA to recognise devices and track how our visitors use our website. We use cookies that are essential for you to navigate the IoDSA website or provide you with basic website features. Data collected from some cookies helps us enhance the performance of our website and offer you a better user experience.

There are several types of cookies that are used to keep track of information needed by a site as they travel from page to page within a website.

Cookies used within the IoDSA site and/or microsites:

a. **First Party Cookies** – The domain specified in the cookie relates to the cookie’s owner (the “party”), who has set the cookie. Iodsa website cookies will have the iodsa.co.za domain specified in a cookie. These are first-party cookies.
b. **Session cookies** – The ASP.NET_SessionId cookie is related to the Member login cookie. It is used by ASP.NET to create a session cookie that contains 'session id' and is required for everyone visiting the site. This helps to maintain security and to keep track of visitor data. It is a required cookie for forms where it allows the data entered to be processed.

c. **Third party cookies and microsites** – Cookies can be used to track internet activity after the user has left a website. These are normally facilitated by organisations external to the website being visited and are generally known as ‘third-party’ cookies. They usually have a long lifetime with several months being quite common. They are 'harvested' and 'refreshed' whenever the user visits a page where the same or a similar cookie is being used.

The IoDSA website sets a number of cookies. These are used to analyse visitors' browsing of iodsaco.za for future improvements and to provide certain useful functions such as storing your login details, if you are an IoDSA member.

A third-party cookie is set when you visit a site but the domain named in the cookie sent to your computer is not the same as the website.

4. **OTHER THIRD PARTY PROCESSING ACTIVITIES**

To shorten our site URLs, for example for use on Twitter or Facebook, we use the services of bitly.com/ to do so, and our site works with bitly.com/ to rebrand our URLs as https://iodsa.co.za/xxxxx link. Also, our website sometimes offers features that allow users to share links with social networks and our site may shorten that URL using one of these services.

These services provide us with anonymised, aggregated statistics relating to the use of our shortened URL, for example by telling us how many times it has been clicked on.

For more information on these services please see below:


5. **GOOGLE ANALYTICS**

We currently use Google Analytics to measure and analyse visitor information related to our website. As a user navigates between web pages, Google Analytics provides website owners JavaScript tags (libraries) to record information about the page a user has seen, for example the URL of the page.

For that purpose, your IP address, internet traffic data and data on your browser type and PC are collected using several cookies (_utma, _utmc, utmb, utmz):

- _utma is used by Google Analytics to identify first-time site ('unique') visitors vs. returning visitors. It expires after two years
- _utmc identifies unique visitors vs. returning visitors but expires when you close your browser.
- _utmb is used for general visitor tracking and expires after 30 minutes.
- _utmz tracks source visits (the origin of the visit). It expires after six months.
Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google’s behalf. Google will not associate your IP address with any other data held by Google. For information on how to reject or delete this cookie please visit https://www.google.com/intl/en/privacypolicy.html for more information.

6. MICRO Sites
Microsites are collections of webpages created as a discrete entity within a larger website. Microsite pages are usually related by content on a similar topic. They often have a different domain name from the parent website and content for microsites may be provided by specialist organisations.

7. EVENT BOOKING
The Event Booking cookie holds information required to book an event. It includes information such as booker name, guest name, job and company as well as the event ID and any special requirements of the booker and guests entered. This is necessary to enable the booking process to be completed and passed over to the shopping basket. A cookie is created for each event being booked.

8. COOKIES SET BY THIRD PARTY SITES
We sometimes need to embed media content from third party websites. For example photos from flickr and video content from websites such as YouTube and Twitter. As a result, when you visit a page with content from sites like these, you may be presented with cookies from these websites. We do not control these so you should check the relevant third party website for more information.

9. SHARE TOOLS
If you share information on this site with friends through social networks e.g. Facebook or Twitter you may be sent cookies from these websites. We do not control these cookies so please check the relevant third party website for more information.

10. REJECTING COOKIES
Internet browsers normally accept cookies by default, but it is possible to set a browser to reject cookies. If this is done it is important not to exclude the benign and useful cookies. Choose an option that rejects all third party and long-lived cookies.

11. DELETING COOKIES
If you wish to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies.
You can also delete cookies stored on your computer:

1. in Internet Explorer, you must manually delete cookie files;
2. in Firefox, you can delete cookies by, first ensuring that cookies are to be deleted when you "clear private data" (this setting can be changed by clicking "Tools", "Options" and "Settings" in the "Private Data" box) and then clicking "Clear private data" in the "Tools" menu.
3. in Google Chrome you can adjust your cookie permissions by clicking "Options", "Under the hood", Content Settings in the "Privacy" section. Click on the Cookies tab in the Content Settings.
4. in Safari you can delete cookies by clicking “Preferences”, selecting the “Privacy” tab and “Remove All Website Data”.

Please note doing this may have a negative impact on the usability of many websites.

12. **POLICY REVIEW**

For the avoidance of doubt all policies relating to POPI and/or data protection are not contractually binding on the IoDSA and may be withdrawn or amended at any time. They will be under ongoing review and will be replaced with the latest versions accordingly.