Engenco Group Cookies and Online Usage Policy

Overview

This policy applies to Engenco Limited ABN 99 120 432 144 and all its related companies, and subsidiaries (together the **Engenco Group**). Headquartered in Australia, the Engenco Group also has an office in Sweden and is required to comply with the Australian Privacy Act, as well as the General Data Protection Regulation (**GDPR**), as we process the personal information of individuals in the European Union. This policy outlines our use of Cookies across all the companies within the Engenco Group.

What are Cookies?

Cookies are small data files that are placed on a user's device by a website when a user first visits that website, which store information related to that device, enabling the server to store and recall (as necessary) the activity of that device.

Cookies can do several things, for example, counting the number of people that view a particular website, or remembering your preferences such as language or region, or recalling what you have put in your shopping basket (where this is applicable).

Does the Engenco Group use electronic mechanisms such as Cookies?

When you visit the Engenco Group websites you will generally browse anonymously unless you have logged into a client portal or accessed the website from a personalised communication from us.

For all visitors to the Engenco Group websites, we use cookies and other web browser technologies to collect information such as the server your computer is logged on to, your browser type (for example, Chrome, Safari, Microsoft Edge or Firefox), and your IP address. (An IP address is a number that is assigned to your computer automatically and required for using the Internet). We may also derive the location associated with an IP address.

The Engenco Group and the host of our websites (**Site Host**) use data collection devices such as cookies to deliver customised visitor experiences and to analyse website user metrics.

Once you have logged into an Engenco portal, accessed our website from an e-mail or other personalised communication sent to you, or provided us with personal information by completing a form online, we may be able to identify your device and we may combine that with other information, in order to provide you with a better online experience. This information does not usually directly identify you, but it can give you a more personalised web experience. You can manage your cookie settings at any time by clicking on the Cookies banner when you first access one of the Engenco Group's websites, or by clicking on the Cookies link in the website footer of our websites. More detail on the types of cookies used by the Engenco Group and how to manage these, is provided below.

While you may configure your browser to reject all cookies, due to the technology we use, essential cookies are required to register with, and purchase products and services online from our website. Most cookies are session cookies which means they are automatically deleted from your hard drive as soon as you close your browser or shortly thereafter. You may also encounter cookies or other data collection devices placed by third parties, which the Engenco Group cannot control.

Why do we use Cookies?

We use cookies and similar technologies for several reasons, including to make our websites work, or work more effectively, for example, counting the number of people visiting the sites, remembering user preferences and settings, and enabling sign in.

We may also use cookies and similar technologies in emails to notify us when you have opened an email or clicked on a link in the email. To unsubscribe from any marketing emails, please contact: privacy@engenco.com.au

Cookies are generally used on Engenco Group sites to:

- access online services - if you log into our secure areas on our sites, we will use cookies to authorise your access and save your preferences

- manage advertising - when you see one of our ads on a third-party website, cookies are sometimes used to collect anonymous information about the page you visit and the type of software you are using

- monitor traffic - we use anonymous information to track how people are using our sites. This may include time of visit, pages visited and some system information about the type of computer you are using

- monitor your use of our website - if we have identified you as a result of you logging into an Engenco Group client portal, accessing our website from a personalised communication or providing us with personal information by completing a form online, we may use cookies to collect personal information about you.

The Engenco Group cookies do not hold personal information, such as your name. Our cookies simply allow us to find information once you are logged in, or help link your browsing information to you when you choose to register for a service, or sign up for marketing.

How cookie settings can be managed

Cookie settings can be managed by clicking the Cookies banner when you first visit one of the Engenco Group websites, or by clicking on the Cookies link in the footer of any of our sites. All visitors to any of our sites are provided with functionality to manage non-essential cookies. This enables you to manage consent for performance, functional, targeting and social media cookies (further explained below) with the option to opt-in or opt-out of these types of cookies at any time.

You can also configure your browser to accept all cookies, reject all cookies, or notify you when a cookie is sent. Given each browser is different, check the Help menu of your browser to learn how to change your cookie preferences.

If you disable the use of cookies on your web browser or remove or reject specific cookies from Engenco Group websites or linked sites, then you may not be able to gain access to all of the content and facilities on our websites.

What types of cookies does the Engenco Group use?

Cookies may be classified according to:

- the type of entity that places the cookie on a user's device
- the duration the cookies remain on a device, and
- their purpose.

First-party cookies are those created and placed on the user's device by the website the user is visiting. These cookies allow the website to personalise the user's website experience by remembering things like a user's language or location preferences, usernames or passwords to keep users logged in, contents of a shopping cart, or to manage the performance of the website.

Third-party cookies are placed on a user's device by a third party, that is not the owner of the website being visited, like an advertiser or an analytic system, for example Google Analytics. This typically occurs when the website incorporates elements from other sites, such as images, social media plugins or advertising.

Session cookies allow websites to recognise and connect user's activities during a browsing session. They may be used for a variety of purposes, such as remembering what product you have put in a shopping cart, as well as for security purposes. These cookies expire once you close your browser or after the session ends.

Persistent cookies are stored on a user's device in-between sessions. These allow your activities across various websites to be remembered. This category of cookies includes all cookies that remain on your device until you erase them or, if the cookie has an inbuilt expiration date, your browser will erase these.

Below you will find a list of the types of cookies used by the Engenco Group, together with a description of how these cookies are used, and options for managing these:

Cookie Type	How to update your Preferences	Cookie Purpose
Essential cookies	As Essential cookies are essential to operate the websites, there is no ability to opt out, or opt in, to these cookies.	Essential cookies are necessary for our websites to function. They are used to remember logins to our sites, enable shopping cart checkout for our Workforce Solutions businesses, as well as other website applications. Without these cookies, some functions of the sites will not work. These cookies do not store any personally identifiable information.
Functional cookies	You can choose to opt in or out of Functional cookies by clicking on the Cookies banner when you first visit our sites, or by clicking the link in the Cookies footer of the website.	Functional cookies enable our websites to provide enhanced functionality and personalisation. These cookies remember choices made on our sites and are used to improve user experience. They may be set by us or a third party (such as Google Analytics). If you do not allow these cookies, some functionality of the site you are visiting may be impacted.
Performance cookies	You can opt in or opt out of Performance cookies by clicking on the Cookies banner when you first visit our sites, or by clicking the link in the Cookies footer of the website.	Performance cookies collect anonymous information that allow us to understand the number of visits and traffic sources to our sites, so we can measure and improve our sites. Any information these cookies collect is aggregated and anonymous.
Targeting cookies	You can choose to opt in or opt out of Targeting cookies by clicking on the Cookies banner when you first visit our sites, or by clicking the link in the Cookies footer of the website.	Targeting cookies track activity across websites to understand user interests and direct interest-based marketing. These cookies may be set through our website by our advertising partners. They do not store personal information directly but are based on uniquely identifying your browser and internet device.
Social Media cookies	You can choose to opt in or opt out of Social Media cookies by clicking on the Cookies banner when you first visit our sites, or by clicking the link in the Cookies footer of the website.	Social Media cookies are set by a range of social media services that we have added to some of our sites to enable you to share our content with your networks. These cookies can track your browser across other sites and build up a profile of your interests. This may impact the content and messages you see on other websites you visit. If you do not allow these cookies, you may not be able to use or see these sharing tools.

Is personal information collected on the Engenco Group websites?

Some personal information is automatically collected from you when you visit any of our websites. The Engenco Group and Site Host receive and may collect the name of the domain from which you access the internet, the internet protocol address of the computer you are using, the browser software you use and your operating system, as well as the date and time you access one of our websites, the geographic location from which you access that website and the internet address of the website from which you link directly to our website.

The Engenco Group or the Site Host may use this information to monitor the usage of that website. All the information automatically captured provides us and the Site Host with the ability to enhance the search, product and service offerings for our customers, and to determine aggregate information about our user base and their usage patterns.

What personal information does the Engenco Group collect on its website?

In general, you can browse our sites without revealing any information other than the information automatically collected, outlined above. However, once you register or provide more specific personal information, you are no longer anonymous to the Engenco Group and the Site Host. During registration or order entry processes, you may give the Engenco Group or the Site Host general identity information about yourself, for example, your name, company name, business address, business telephone number or business email address and more detailed information for specific purposes, such as a special interest in products or industries, your job responsibilities and payment preferences for online purchases. As you browse our sites, the Engenco Group or the Site Host may collect certain information about how you use that site, regardless of any registration.

How does the Engenco Group use the personal information collected on its website?

The Engenco Group and the Site Host use the information collected to do internal research on our users' demographics, interests and behaviours to better understand and service our customers. We also capture metrics on the number of visitors to the website to assist in determining our server capacity needs and the popularity of our offerings and information.

Where can I go for more information?

If you have any questions on this policy or Engenco Group's use of cookies more generally, please contact privacy@engenco.com.au

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