



Cookie Policy

October 2025

Statement of Confidentiality & Non-Disclosure

This document contains proprietary and confidential information. The Receiving Party acknowledges and agrees that the information contained herein is a special and valuable asset of Sybrin Systems (Pty) Ltd and all of its affiliates and group companies ("Sybrin"). The Receiving Party acknowledges and agrees to treat all information as strictly confidential, and with the highest level of integrity. Without detracting from the foregoing, the Receiving Party will not use, share, handle, process, store, and/or reproduce the information, either directly or indirectly, for its own benefit and/or the benefit of any other person unless explicitly authorised to do so in writing by Sybrin, which may withhold such consent in its sole and absolute discretion. The Receiving Party will not disclose any information contained herein to any person other than the Receiving Party's employees involved in carrying out the purpose and then only on a strictly necessary basis. Before disclosing any information provided, the Receiving Party will ensure that all employees are made aware of the confidential nature thereof and that all employees have signed an undertaking with no less onerous obligations of confidentiality. The Receiving Party will ensure that their employees will continue to comply with these obligations. The Receiving Party will initiate internal security procedures to prevent unauthorised disclosure of any information contained herein and use the same standard and duty of care (which will not be less than a reasonable standard of care) in protecting Sybrin's information as it uses to protect its own information. Sybrin retains, not limited to, all title, ownership, and intellectual property rights to the material and trademarks contained herein, including all supporting documentation, files, marketing material, and multimedia. The Receiving Party's obligations regarding the information herein will continue for the duration of any Agreement and continue for a period of 1 (one) year following the termination of any Agreement between Sybrin and the Receiving Party, notwithstanding all other obligations between the Parties thereof.

Document Control

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Date	First Approver	Business Unit	Signature	Date	Final Approver Name	Business Unit	Signature
	Jason Darmanovich	IT			Yaksha Ramdin	Commercial	

Document Change Control

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1. Purpose, Scope and Objectives

1.1. Purpose

This Cookie Policy explains how Sybrin Systems (Pty) and affiliates use cookies and similar technologies on our website. By using our website, you consent to the use of cookies in accordance with this policy. You have the option to manage your cookie preferences at any time.

1.2. Scope

This Cookie Policy applies to all users who access our website, regardless of their location. It covers the use of cookies and similar tracking technologies across all our digital platforms, including websites, applications, and online services. This Policy ensures compliance with applicable data protection and privacy laws while maintaining transparency on how we collect, use, and store cookie-related information.

1.3. Objectives

The objective of this Cookie Policy is to ensure transparency regarding the use of cookies and similar technologies on our website. This Policy aims to inform users about the types of cookies we use, their purpose, and how they can manage their preferences. It also ensures compliance with applicable data protection and privacy regulations while enhancing user trust and website functionality.

2. What is a Cookie?

A cookie is a small piece of data that a website asks your browser to store on your computer or mobile device; the cookie allows the website to remember your actions or preferences over time. Most internet browsers support cookies; however, users can set their browsers to decline certain types of cookies or specific cookies. Furthermore, users can delete cookies from their browsers at any time.

3. Why do we use Cookies?

We use cookies to learn how you interact with our content and to improve your experience when visiting our website(s). For example, some cookies remember your language or preferences so that you do not have to repeatedly make these choices when you visit one of our websites. We also use cookies to help us with geolocation tracking to present you with the closest Sybrin Systems (Pty) Ltd station and office locations. Additionally, cookies allow us to serve you specific content, such as videos, social media posts, and knowledge base articles on our website(s). We may employ the learnings of your behaviour on our website(s) to serve you with targeted advertisements on third-party website(s) to market our products and services to you.

4. Types of Cookies

We use first-party and third-party cookies on our website. First-party cookies are cookies issued from our domain(s) and are used to identify language and location preferences or render basic site functionality. Third-party cookies belong to and are managed by other parties, such as Sybrin (Pty) Ltd business partners or service providers. These cookies may be

required to render certain forms such as the submission of a job application, or to allow for some advertising outside of the Sybrin (Pty) Ltd website.

Session cookies are temporary cookies that are used to remember you during your visit to the website, and they expire when you close the web browser. Persistent cookies are used to remember your preferences within the website and remain on your desktop or mobile device even after you close your browser or restart your computer. We use these cookies to analyse user behaviour to establish visit patterns so that we can improve our website functionality for you and others who visit our website(s). These cookies also allow us to serve you with targeted advertising and measure the effectiveness of our site functionality and advertising.

5. Advertising

Cookies and ad technology such as web beacons, pixels and anonymous ad network tags help us serve relevant ads to you more effectively. They also help us collect audit data, research, and performance reporting for advertisers. Pixels enable us to understand and improve the delivery of ads to you. Since your web browser may request advertisements and web beacons directly from ad network servers, these networks can view, edit, or set their own cookies, just as if you had requested a web page from their site. We do not use cookies to create a profile of your browsing behaviour on third-party sites; we do use aggregate data from third parties to show you relevant, interest-based advertising. We do not provide any personal information that we collect to advertisers. You can opt out of off-site and third-party advertising by adjusting your cookie settings. Opting out will not remove advertising from the pages you visit; instead, opting out will result in the ads you see not being matched to your interests. This implies that the ad(s) you see will not be matched to your interests by those specific cookies.

6. Data Sharing and Third-Party Cookies

For some of the functions within our websites we use third party suppliers, for example, when you visit a page with videos embedded from or links to YouTube. These videos or links (and any other content from third party suppliers) may contain third party cookies and we encourage you to consult the privacy policies of these third-party vendors on their individual websites for information regarding their use of cookies.

We may share data collected via cookies with trusted third parties, including service providers, analytics platforms, and advertising partners. Such data sharing is done in compliance with applicable privacy laws and stringent contractual safeguards.

7. Deletion and Rejection

You have the option to delete cookies stored on your device and to reject future cookies. This can be done through your browser settings by selecting the option to block or remove cookies. Please note that disabling certain cookies may impact the functionality of the website, including login features and personalized content.

To manage cookies in popular browsers, follow these links:

- **Google Chrome:** <https://support.google.com/chrome/answer/95647?hl=en&co=GENIE.Platform%3DDesktop>
- **Firefox:** [Delete and manage cookies in Firefox](#)

- **Microsoft Edge:** [Manage cookies in Microsoft Edge](#)
- **Safari (Mac):** [Manage cookies in Safari](#)

For other browsers, please refer to their official support documentation.

8. Legal Basis for the Use of Cookies

8.1. Compliance with Data Protection Laws

Our use of cookies and similar tracking technologies is conducted and is fully compliant with applicable data protection legislation, including POPIA in South Africa, GDPR, and other applicable privacy legislation.

8.2. Legal Grounds for Processing

The legal basis upon which we collect and process personal information through cookies includes the following:

8.2.1 Consent

In line with POPIA and Article 6(1)(a) of the GDPR, we obtain your informed, specific, and voluntary consent before placing non-essential cookies (such as those used for analytics, marketing, or personalisation) on your device. You have the right to withdraw your consent at any time.

8.2.2 Legitimate Interests

In certain instances, we may process data collected through cookies based on our legitimate interests, such as improving website functionality and user experience, provided such processing does not override your data protection rights.

8.2.3 Legal Obligation

We may also use cookies where necessary to comply with a legal obligation.

8.2.4 Contractual Necessity

Where the use of cookies is essential for providing a service or fulfilling a contract (e.g., maintaining secure logins), we may process your data on the basis of contractual necessity under POPIA, GDPR, and other privacy legislation.

8.3. Your Rights and Choices

You have the right to accept or reject cookies through our cookie consent banner and settings. You can also adjust your browser settings to refuse or delete cookies. For more information about your rights under POPIA or GDPR, please refer to our Privacy Policy available here: <https://www.sybrin.com/assets/downloads/Sybrin-Privacy-Policy.pdf> or contact our Data Protection Officer at DPO@sybrin.com.

9. Questions, Concerns, and Feedback

9.1. Contacting Us

If you have any questions, concerns, or feedback regarding this Cookie Policy or the use of cookies on our website, you are encouraged to contact us using the details provided below. We are committed to addressing all queries in a timely and transparent manner.

9.2. Response Times

We aim to acknowledge all inquiries within 5 (five) business days of receipt and to provide a full response within 15 (fifteen) business days, depending on the complexity of the matter.

9.3. Escalation of Unresolved Issues

Should you feel that your concerns have not been adequately addressed, you may escalate the matter to our Chief Executive Officer at Escalations.DPO@sybrin.com. Unresolved issues may also be referred to the Information Regulator of South Africa (<https://inforegulator.org.za>) in accordance with applicable privacy laws.

9.4. Continuous Improvement

Your feedback is valuable to us. It helps us improve our cookie practices and ensures that our privacy measures align with legal requirements and your expectations.

10. Document Review

This Policy is reviewed at least annually to ensure compliance with applicable laws and industry standards. Updates may also be made in response to changes in legal requirements, website functionality, user feedback, or third-party services. Any revisions will be posted on this page with an updated revision date.



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	505afbc9-0134-4f61-9898-40ee0b88a652	Timestamp:	2025-10-03 12:43:34 GMT
Signee Name:	Jason Darmanovich	Sender Name:	Sharon Wilken
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SIPOLPR001 Cookie Policy.pdf	Document Size:	220.7 KB
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Email Evidence

Signee Email:	jason.darmanovich@sybrin.com	Email Subject:	A document from Sharon Wilken is ready for signature
Email Sent Timestamp:	2025-10-03T08:46:50.443220	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	102.212.157.86	Request Timestamp:	2025-10-03 11:58:17 GMT
Signee GPS (if shared):	ZA: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/140.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-10-03 12:43:07 GMT

Annotations and Modifications

Signature Count:	1	Form Fields Filled Count:	1
Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+27787030080	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	0b62aafb-4dcd-46df-905c-14d9e1b65f46

Chain Of Custody Generation

Attached Document Name:	20251003T124334.245755Z SIPOLPR001 Cookie Policy.pdf	Attached Timestamp:	2025-10-03 12:43:34 GMT
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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	654c4717-1a4f-4c18-b41e-ef7001012c79	Timestamp:	2025-10-07 08:45:27 GMT
Signee Name:	Yaksha Ramdin	Sender Name:	Sharon Wilken
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SIPOLPR001 Cookie Policy.pdf	Document Size:	255.1 KB
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Email Evidence

Signee Email:	yaksha.ramdin@sybrin.com	Email Subject:	A document from Sharon Wilken is ready for signature
Email Sent Timestamp:	2025-10-03T12:43:43.979952	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	165.73.92.53	Request Timestamp:	2025-10-03 12:55:23 GMT
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Annotations and Modifications

Signature Count:	1	Form Fields Filled Count:	1
Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
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Chain Of Custody Generation

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