



# **Cookies Policy**

**EFFECTIVE DECEMBER 2016**

**Last update: 01<sup>st</sup> February 2017**

## Table of Contents

1. Introduction.....	3
2. The Policy.....	4
2.1 Defining cookies.....	4
2.2 Cookies used by ProFee.....	4
2.3 Consent to the use of cookies.....	5
2.4 Further questions.....	5
3. Further information.....	6
3.1 General.....	6
3.2 Types of cookies.....	6
3.3 Groups/categories of cookies.....	7
4. Checking if Cookies are enabled.....	8
5. Activating Cookies on ProFee website but not on other sites.....	9

# 1. Introduction

When you visit or interact with our websites, services, applications, tools or messaging, we or our authorized service providers may use cookies, web beacons, and other similar technologies for storing information to help provide you with a better, faster, and safer experience and for advertising purposes.

This document aims to set out the principles and the approach of Sibilla Solutions Limited (“Sibilla” or “Company”) in relation to the cookies that will be used by ProFee (The platform used by Sibilla to execute its operating activities).

The objective of this Policy is to help you understand more about these technologies and the use of them on the Company’s websites and in its services, applications, and tools.

Sibilla’s cookies and similar technologies have different functions. They are either necessary for the functioning of our services, help us improve our performance, give you extra functionalities, enhancing security, or help us to serve you relevant and targeted advertisements. The Company uses cookies and similar technologies that only remain on your computer, tablet, mobile phone, or other devices (collectively referred to as “device”) for as long as you keep your browser active (session) and cookies and similar technologies that remain on your device for a longer period (persistent). You are free to block, delete, or disable these cookies if your device permits so. You can manage your cookies and your cookie preferences in your browser or device settings.

Where possible, security measures are set in place to prevent unauthorized access to our cookies and similar technologies. A unique identifier ensures that only the Company and/or our authorized service providers have access to cookie data.

Service providers are companies that help us with various aspects of our business, such as website operations, services, applications, advertisements and tools. These service providers may also place cookies on your device via our services (third party cookies). They may also collect information that helps them identify your device, such as IP-address or other unique or device identifiers.

## 2. The Policy

### 2.1 Defining cookies

Like most websites, the Company uses technologies that are essentially small data files placed on your device that allow us to record certain pieces of information whenever you visit or interact with our sites, services, applications, messaging, and tools.

The specific names and types of the cookies, web beacons, and other similar technologies used by the Company may change from time to time. In order to help you better understand this Policy and Sibilla's use of such technologies we have provided the following terminology and definitions:

- Cookies are small text files usually comprised of letters and numbers. The cookie files are stored in your device when you visit a website or view a message. Cookies allow a website to recognize a particular device or browser.
- Web beacons are small graphic images (also known as "pixel tags" or "clear GIFs") that may be included on websites, services, applications, messaging, and tools, that typically work in conjunction with cookies to identify users and user behaviour.
- Similar technologies are technologies used to store information in your browser or device utilizing local shared objects or local storage, such as flash cookies, HTML 5 cookies, and other web application software methods. These technologies can operate across all of your browsers, and in some instances may not be fully managed by your browser and may require management directly through your installed applications or device.

The terms "cookies" or "web beacons" or "similar technologies" may be used interchangeably in the policies of the Company to refer to all technologies that Sibilla may use to store data in your browser or device or that collect information or help with user identification as described above.

### 2.2 Cookies used by ProFee

The Company offers certain website features, services, applications, and tools that are available only through the use of these technologies.

Generally, these technologies allow the Company's websites, services, applications, and tools to store relevant information in your browser or device and later read that information in order to identify you to our servers or internal systems. Where applicable, we protect our cookies and other similar technologies to help ensure that only we and/or our authorized service providers can interpret them by assigning them a unique identifier that is designed for interpretation only by us. Sibilla does not use cookies to collect personally identifiable information about you or for storing information to target advertising to you through our websites. The cookies that we use only collect anonymous information to optimize our services and do not collect personal information. Any personal information that we may collect and store through use of these technologies will be obtained through notice and consent.

## 2.3 Consent to the use of cookies

Cookies set across our website, either by us or third-party partners, can be in the form of session cookies (lasting only as long as your visit to our website) or persistent cookies, and may use different technologies, such as JavaScript or Flash.

You can choose to manage the cookies we use on our website through your internet browser settings at any time. For more information about how to do this, and about cookies in general, you can visit <http://www.allaboutcookies.org>. Certain cookies may be set as soon as you visit our website, but you can remove them using your internet browser settings.

You are always free to block, delete, or disable these technologies if your browser, installed application, or device so permits. However, if you decline cookies or other similar technologies, you may not be able to take advantage of certain website features, services, applications, or tools. You may also be required to re-enter your password more frequently during your browsing session. Doing so will also affect our ability to update our website to cater for user preferences and improve its performance. Furthermore, Sibilla cannot guarantee how the Company's website will perform during your visit. For more information on how you can block, delete, or disable these technologies, please review your browser or device settings.

## 2.4 Further questions

If you have any further questions or concerns about any of our cookies or policies, or wish to discuss how the Company embraces online privacy, please email us at [help@profee.com](mailto:help@profee.com)

## 3. Further information

### 3.1 General

Additional general information about cookies is available at <http://www.allaboutcookies.org>.

For further information about Google Analytics please see <http://www.google.com/analytics/learn/privacy.html>

To prevent tracking by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

### 3.2 Types of cookies

Some of the most commonly used types of cookies include:

- Session cookies: stored on your device when you log into your account. They allow someone to recognise its users if these visit multiple pages during the same session. They expire at the end of your browser session and allow the person who uses them to link your actions during that particular browser session;
- Persistent cookies: saved on your device in between browser sessions, allowing the person who uses them to remember your preferences or actions across multiple sites;
- Analytical cookies: used to collect visitor information, such as the number of visits, how a website was found, from where the visit came from, if via a marketing campaign etc. This information is extremely important to the business and helps the Company to improve its website and further enhance visitor experience;
- Functional cookies: designed specifically about visitor experience on the website. For example, they “remember” the open/closed status of pop up messages, enabling access to information stored when registered with ProFee and so on. Without these functional cookies, no settings information can be saved;
- First-party cookies: set by the website that you are visiting; and
- Third-party cookies: set by other websites who place cookies on the user’s computer. The “3rd party” cookies are placed when you are logged into their service, and the Company does not control the dissemination of these cookies. These cookies may be session, analytical and functional, and determine if the user is logged into a social network already, and control bookmarking or sharing ProFee content. Other third parties should be contacted directly to view their cookie privacy information.

Cookies can be disabled or removed by tools that are available in most commercial browsers. The preferences for each browser you use will need to be set separately and different browsers offer different functionality and options (Section 4).

### 3.3 Groups/categories of cookies

There are four categories of cookies used by the Company:

- a) Operational related – It includes technologies that allow you access to the Company's websites, services, applications, and tools that are required to identify irregular site behaviour, prevent fraudulent activity and improve security; or that allow you to make use of our functions.
- b) Performance related – these cookies will help the Company to assess the performance of its websites, applications, services, and tools. They help the Company to understand how the visitors use its websites and determine: (i) if the visitors have interacted with our messaging, and (ii) whether they have viewed an item or link. They are also used to improve the content of the Company's website, applications, services, or tools.
- c) Functionality related (Analytics) – The Company may apply cookies as a mechanism for offering its users enhanced functionality when accessing or using its websites, services, applications, or tools. This may include identifying you when you sign into the Company's websites or keeping track of your specified preferences, interests, or past items viewed so that we may enhance the presentation of content on the Company's websites.
- d) Advertising related – The Company may use first-party or third-party cookies to deliver content, including advertisements relevant to your interests, on our websites or on third party websites. This includes using technologies to understand the usefulness to you of the advertisements and content that have been delivered to you (whilst browsing the Company's websites or other websites), such as whether you have clicked on an advertisement. The purpose of these cookies is to ensure that any product recommendations or advertising you see, is relevant to products viewed from your device on our website.

## 4. Checking if Cookies are enabled

To check the current status of cookies please click on your browser from the list below for step-by-step instructions:

### **Internet Explorer**

1-Click on 'Tools' at the top of your browser window and select 'Internet options', then click on the 'Privacy' tab

2-Click on 'Advanced' and make sure that cookies are set to 'Accept' and the 'Always allow session cookies' option is checked

### **Google Chrome**

1-Click on 'Tools' (or the spanner icon) at the top right corner of your browser window and select 'Settings'

2-Click the 'Show advanced settings' option at the bottom of the page, locate the 'Privacy' section, and select the 'Content settings' button

3-Now select 'Allow local data to be set' under the 'Cookies' section

### **Safari**

1-Click on 'Safari' at the top of your browser window and select the 'Preferences' option

2-Click on 'Security', then 'Accept cookies' and select 'Always'

### **Firefox**

1-Click on 'Tools' at the top of your browser window and select Options, then select the Privacy icon

2-In the first drop down menu labelled 'Firefox will:' select 'Remember History'

### **Other**

There are a number of other browsers available that will all have their own unique way of setting cookies, for assistance with these individual browsers please refer to their help section



## 5. Activating Cookies on Profee website but not on other sites

It's possible to only accept Cookies when you are on the Company's website by adding our web address to a "safe list". Here's how to do this in different browsers:

### **Internet Explorer**

1-Click on 'Tools' at the top of your browser window and select 'Internet options' then click on the 'Privacy' tab

2-Click on 'Advanced' and make sure that cookies are set to 'Block' and the 'Always allow session cookies' option is unchecked

3-Go back at the 'Privacy' tab and click the 'Sites' button and enter www.profee.com in the 'Address of website' bar, then select 'Allow'

### **Google Chrome**

1-Click on 'Tools' (or the spanner icon) at the top right corner of your browser window and select 'Settings'

2-Click the 'Show advanced settings' option at the bottom of the page, locate the 'Privacy' section, and select the 'Content settings' button

3-Now select 'Block sites from setting any data' then select the 'Manage exceptions' button

4-In the 'Hostname Pattern' field type www.profee.com and ensure that the 'Behavior' is set to 'Allow'

### **Safari**

1-Click on 'Safari' at the top of your browser window and select the 'Preferences' option

2-Click on 'Security', then 'Accept cookies' and select 'Only from site you navigate to'

### **Firefox**

1-Click on 'Tools' at the top of your browser window and select Options, then select the Privacy icon

2-In the first drop down menu labelled 'Firefox will:' select 'Use custom settings for history'

3-Click the 'Exceptions' button

4-In the 'Address of web site' field type www.profee.com and click 'Allow'

### **Other**

There are a number of other browsers available that will all have their own unique way of setting cookie exceptions, for assistance with these individual browsers please refer to their help section.