



Cookies Policy Template

DISCLAIMER:

This Cookies Policy Template is provided for general guidance purposes only and does not constitute legal advice or create any legally binding obligations. Data controllers/processors using this template should tailor it to reflect their specific data processing activities, legal obligations, and operational needs. It is recommended that data controllers/processors seek independent legal advice to ensure compliance with the Personal Data Protection Act, 2022, and its regulations. The PDPC disclaims any liability for any omissions or errors in the template.

PLEASE DELETE THIS DISCLAIMER ONCE YOU HAVE CUSTOMIZED THE DOCUMENT WITH YOUR ORGANIZATION'S DETAILS.

[Insert Name of Data Controllers/Processors]:

1. Introduction:

In this Section, provide a brief overview of the purpose of the Cookies Policy by explaining why cookies are used on the website and their importance in enhancing user experience within your organization.

2. About Cookies and Similar Technologies Used on this Website:

In this Section, explain what cookies are (small text files stored on users' devices). Also, mention other tracking technologies you use, if any (e.g., web beacons, pixels, local storage). Then, briefly explain the general purpose of using these technologies (e.g., improving website functionality, analyzing usage, personalizing content).

3. Type of Cookies We Use:

In this Section, categorize the cookies you use (e.g., essential, performance/analytics, functionality, targeting/advertising, social media).

For each category:

- Explain the purpose of the cookies in that category.
- Provide specific examples of the cookies used (cookie name or a general description).
- State whether they are first-party (set by your website) or third-party (set by another domain).
- Indicate the duration of each cookie (e.g., session, persistent). Use a table format for clarity.

4. Personal Data We Collect:

In this Section, specify the types of personal data collected through cookies, distinguishing between regular personal data and special categories of personal data if applicable.

5. Provide or Withdraw Consent for Cookies:

In this Section, explain how users can provide consent for cookies (e.g., through a cookie banner, browser settings). Moreover, explain how users can withdraw their consent (e.g., by changing browser settings, using a cookie management tool). Also,

clearly state the consequences of withdrawing consent (e.g., some website features may not function correctly).

6. Third-party and Service Provider Cookies:

In this Section, if you use third-party service providers cookies:

- Identify the third-party service providers (e.g., Google Analytics, advertising networks, hosting providers).
- Explain the purpose of these third-party cookies.
- Provide links to the privacy policies of these third parties.

7. How we use cookies:

In this Section, provide a more detailed explanation of how the information collected by cookies is used. This should align with the purposes stated in section 3. Give concrete examples of how cookies improve user experience, website performance, or enable specific functionalities.

8. Blocking cookies:

In this Section, explain how users can block cookies through their browser settings by providing clear instructions or links to instructions for popular browsers (e.g., Chrome, Firefox, Safari, Edge). Reiterate the potential consequences of blocking cookies on website functionality.

9. Deleting cookies:

In this Section, explain how users can delete cookies from their devices, including step-by-step instructions for different browsers and devices, or include links to instructions for popular browsers.

10. Personal data of children:

In this Section, state whether your website is directed at children.

- If your website is not directed at children, state that you do not knowingly collect data from children.
- If you do collect data from children, explain what measures you have in place to obtain verifiable parental consent.

11. Security of the Collected Personal Data:

In this Section, describe the technical and organizational measures you use to protect personal data collected through cookies. Examples include encryption, access controls, and regular security assessments.

12. Cookie preferences:

In this Section, if you offer a specific tool or mechanism for users to manage their cookie preferences (beyond browser settings), explain how to use it. This could be a cookie banner with granular controls.

13. Contact Us:

In this Section, provide contact details (e.g., email address, postal address, phone number or customer service contact form) where users can ask questions or raise concerns regarding the Cookies Policy.