

## **COMPITUM ADVOCATEN - COOKIES POLICY**

At COMPITUM ADVOCATEN, we value and respect your privacy and the security of your personal data.

All personal data collected via our Website will be stored and processed in accordance with the Belgian Privacy Protection Act of 8 December 1992, relating to the Processing of Personal Data, and with any other applicable legislation. If the information collected may be used to identify you, we will treat it as "personal data".

### **Do we use cookies?**

The Website uses cookies to help make it more useful and reliable. Some are essential to make our Website works, others serve to enhance your user experience.

Cookies are small text files placed on the hard disk of website visitors' computers and/or devices. They retain certain information, such as visitors' language preference or the contents of the shopping basket. Other cookies collect statistics about our website's users or make sure that the graphics on the website appear correctly and that the website applications work properly.

Our Website server's access to the information stored on your computer or device is limited to that contained in the cookie text file only.

Cookies do not contain any personal data. All cookies contain a unique code ("name of the server that placed the cookie + expiration data + unique number/value") that allows us to recognize your browser, either during the visit to our Website ('session cookies'), or when there are repeat visits to our Website ('permanent cookies'). A permanent cookie remains on your system, although you can always delete or disable it through your browser preferences.

### **Which types of cookies do we use?**

We use the following types of cookies on our Website:

- *Strictly necessary / technical cookies*

These are cookies that are essential for the operation of our Website, they enable you to move around our Website and use our features (e.g. the web forms to request brochures).

- *Statistical / analytical cookies*

These cookies allow us to recognise and count the number of visitors and to see how visitors navigate when they're using our Website. This helps us to improve user navigation and ensure users find what they need more easily.

- *Performance cookies*

These cookies collect information about how visitors use our Website. They help us understand how visitors interact with our Website, why any errors may have occurred and enable us to test new features. We only use this information to improve the performance of our Website.

- *Functionality cookies*

These cookies help enable specific functionality on the site to improve your experience, for example remembering your choices and preferences (e.g. chosen language) or storing more complex decisions (such as location preference, auto-resume on iPlayer or volume setting).

- *Tracking / advertising cookies*

Our Website and marketing emails make use of tracking cookies by Google Analytics and Click Dimensions to track visitor statistics. COMPITUM ADVOCATEN uses these statistics to continuously improve the website and mailings, and thus offer you relevant content.

*Tracking cookies on our website: Google Analytics*

We use Google Analytics to gain insight into, among other things, the visitor flows, traffic sources and page views on the Websites. This means that Google acts as a processor in the processing of personal data by COMPITUM ADVOCATEN who has therefore signed a processing agreement with Google.

Information that is collected by Google Analytics is anonymised, as much as possible. For example, we cannot see which individual visitors are behind which visits to our website. Google will never process your full IP address and always masks the last octet of your IP address.

Google does not use the collected information for its own purposes. We have not given Google permission to use information that way. In addition, we do not use other Google services in combination with Google Analytics cookies.

For more information, please refer to Google's Privacy Policy.

If you do not wish to accept Google Analytics cookies, you can customise your browser accordingly so that it refuses them (see below).

*Tracking cookies in our marketing emails: Click Dimension*

If you opt in to a COMPITUM ADVOCATEN newsletter or any of our other marketing emails, downloading images or clicking on a link in any of these emails will cause you to be personally identified. This means we can see whether you open our email or whether you click through to our Website. If you wish to avoid this tracking, you can unsubscribe from our mailings or customise the settings of your browser so that it refuses cookies.

- *Social plug-in tracking cookies*

Our website uses social plug-in tracking cookies to enable us to display social sharing buttons and to embed YouTube videos, for example. When you visit our website for the first time, a message appears explaining that by continuing on our website you consent to the use of these cookies. If you do not want to grant permission, click Decline. You can also set your browser so that it does not accept cookies (see below).

## **How do you manage / disable these cookies?**

All major Internet browsers allow you to control the cookies that are stored on your computer / device.

If you do not want this Website to place cookies on your computer / device, you can easily manage or remove them by adapting your browser settings accordingly (even though you may then not be able to take advantage of all the features offered by this Website). You can also set your browser to send you a notice when you receive a cookie, so you can decide whether you want to accept it or not.

If you want to block certain cookies, you can do so, in the browser you are using, by following the relevant link below:

- Internet Explorer: <http://windows.microsoft.com/en-us/windows-vista/block-or-allow-cookies>
- Chrome: <https://support.google.com/accounts/answer/61416?hl=en>
- Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>
- Safari: <http://support.apple.com/kb/PH5042>

To opt out of being tracked by Google Analytics across all websites, you can visit <http://tools.google.com/dlpage/gaoptout>.

Please keep in mind that, when you disable certain cookies that we use, some graphics may not appear correctly, or you may be unable to use certain applications. This may impact your user experience and you may not be able to visit certain areas of our Website.

If you would like any further information on these terms of use and legal information, please contact us at [info@compitum-law.eu](mailto:info@compitum-law.eu)

### **How to contact us?**

If you have any questions or comments about our Cookies Policy or the way in which we treat your personal information, please contact:

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