Cookie Policy

This Cookie Policy supplements the WorkSmartly Privacy Policy and specifically explains how we, WorkSmartly Group of Companies, deploy cookies and other tracking technologies as well as the options you have to control them.

1. Cookies Acceptance

We use cookies to ensure that we are able to personalize and give you the best online experience on our website. You have the ability and option to accept or decline cookies as you prefer. However, by continuing usage without changing your settings, you consent to our use of cookies and that you are agreeable to receive any and/or all cookies on the WorkSmartly website. On the other hand, if you would like to, you can change your cookie settings at any time. For information on how to change your cookie settings or block cookies altogether please see http://www.allaboutcookies.org/

Be aware that disabling cookies may also result in the disabling of all or some of the functionalities and features of this website. It may also mean that we will be unable to offer you some services and will reduce the support we can offer you. Therefore, it is recommended not to disable cookies.

2. What are Cookies?

A cookie is a piece of information, in text file format, that is stored on your computer or other devices when websites are loaded in a browser. They are widely used to recognize you and your preferences across different websites, services, devices, and browsing sessions either for a single visit or for multiple repeat visits.

We use cookies for several different purposes. Some cookies are necessary for technical and/or statistical reasons and some enable a personalized experience for visitors. Some of these cookies may be set when a page is loaded whenever you visit or when a user takes a particular action on our website.

Where appropriate, we use cookies to be able to build up a profile of your interests and preferences and this may be used by us to make your visits to our site more enjoyable. Our cookies also enable us to enhance your visitor experience by storing information about the products and services that you select between visits so that we can provide you with focused information each time you visit our website.

3. Types of Cookies

The points below outline the types of cookies we use on our website and why we use them. We also provide explanations of their purpose(s).

 a. **Strictly Necessary Cookies:**

These cookies must be present for the website to provide its basic functions. They let you navigate around our website and use essential features like secure areas, and image loading. These cookies don't gather any information about you that could be used for marketing or remembering where you've been on the internet.

These cookies must be enabled or the site will not function and cannot be blocked.

We use these Strictly Necessary cookies to:

- Remember information you've entered on forms when you navigate to different pages in a single web browser session. Essentially, they allow for a user to navigate back and forth between pages without losing their previous actions from the same session.

- Remember when you have seen a single use page (such as the splash page) so we don't show it to you again and again. In other words, we will store your preferences and other information on your computer in order to save you time by eliminating the need to enter the same information repeatedly.

b. **Performance Cookies:**

These cookies collect information on how visitors interact with the website, for instance, which pages visitors go to most often, if they get error messages from the web pages and other analytical data. These cookies do not collect identifiable information of a visitor. All information collected are aggregated and therefore anonymous. It is only used to improve how our website functions and to understand how users interact with the website.

We use performance cookies to:

- Provide statistics on how our website performs and is used by our customers/visitors in order for us to make improvements. Some examples of performance cookies are cookies that count page visits, idle time by a user on a page, bounce rates, and load speeds, measure any errors that occur and test different designs of our website, amongst others.

4. Social Media Features

Our website includes social media features, including Facebook, Linkedin, Twitter and Youtube. These features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the feature to function properly. Social media features are either hosted by a third party or hosted directly on our website. We have no direct control over the information that is collected by these cookies whereby your interactions with these features are governed by the privacy policy of the parties providing them.

5. Links to Third-Party Websites and Services

Please be aware that WorkSmartly provides links to other websites, which if you click on them may collect Personal information about you. The information practices of those third-party websites linked to WorkSmartly are not covered by this Policy. We identify these

third-party websites by their logos, symbols or otherwise provide notice to mark links that go to third party websites.

6. Contact us

If you have any questions about our use of cookies, you can find the most recent contact details in our Privacy Policy.