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Department: Q&CI

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## COOKIE POLICY

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*This Cookie Policy is an integral part of the Privacy Policy of the [www.unipartner.com](http://www.unipartner.com) website.*

Unipartner IT Services, S.A (hereafter referred to as Unipartner) values privacy and the protection of personal data, having practices and instruments in the field of security and protection of personal data.

The *Cookies* Policy aims to inform you, as a user of our digital platforms, that we use cookies in order to offer you an optimized, fluid browsing experience adapted to your needs.

Unipartner respects the principles applicable to data protection, as well as ensures strict compliance with the provisions of Article 35 of the Constitution of the Portuguese Republic and Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of individuals regarding the processing of personal data and the free movement of such data (GDPR), according to the Law No. 58/2019, of 8 August, which ensures the implementation of the GDPR in the national legal system, as well as the directive on privacy and electronic communications<sup>1</sup>.

This *Cookies* Policy aims to inform you, as a user of our *website*, that Unipartner uses *cookies* to offer you an optimized, personalized, and more efficient browsing performance and experience. It also wants to clarify which cookies are active on this website, which user data is tracked, for what purposes, and where it is sent and/or stored.

This Cookie Policy is part of our [Privacy Policy](#), which we advise you to read to learn more about how Unipartner processes personal data.

## WHAT ARE *COOKIES* AND WHAT ARE THEY FOR?

*Cookies* are small information files that a website, when visited by the user, installs and saves on their computer or mobile device through the internet browser used. Cookies only retain information relating to data and browsing characteristics or user preferences and, therefore, do not include your personal data. The only personal information that a cookie can contain is strictly provided by the user ("personal data subject"). A *cookie* cannot read data from your hard drive or read other cookies created by other websites.

Cookies are also used for troubleshooting, statistics, quality assurance, and monitoring system security.

We use the term *cookie* in this Policy to refer to all files that collect information as indicated.

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<sup>1</sup> Directive 2002/58/EC of the European Parliament and of the Council of 12 July 2002 concerning the processing of personal data and the protection of privacy in the electronic communications sector

## WHAT TYPES OF COOKIES ARE THERE?

According to the purpose, *cookies* can be classified according to their function and validity.

Given their function, the *cookies* used can be categorized as:

- *Essential cookies* - Some *cookies* are essential to access specific sections/areas of our website. They allow you to browse the website and use its applications. Without these *cookies*, services that require it cannot be provided.
- *Functional cookies* – *Functionality cookies* allow us to record the user's preferences regarding navigation on our *website*. So you don't need to reconfigure and customize it every time you visit.
- *Analytical cookies* – These *cookies* are used only to collect statistical data and usage patterns, never collecting personal information. Specifically, they allow us to analyze how users use the website, highlighting articles or services that are more suited to their interests and monitoring the website's performance. It also allows you to know which pages are the most popular and the most effective method of linking between pages and to determine why some pages are receiving error messages.
- *Marketing cookies* - *Marketing cookies* allow the advertising that is displayed to be personalized and relevant to the user, allowing them only to view advertisements that interest them, providing information and advertising content of their choice.
- *Unclassified cookies* – *Unclassified cookies* are those that are being analyzed and have not yet been classified into a category.

Regarding their **validity** (storage period), the *cookies* used can be categorized as:

- *Permanent cookies* - They are stored on your access devices (computer, mobile phone/smartphone, or tablet) at the level of the internet browser (browser) and are used whenever the user visits the *website* again. In general, they are used to direct navigation according to the user's interests.
- *Session cookies* - These are temporary *cookies*, generated and available only until the end of the session, and it is not possible to use them in a future session. The information obtained allows you to manage sessions, identify problems, and provide a better browsing experience.

## WHAT COOKIES ARE USED ON OUR WEBSITE?

Unipartner manages this *website* to increase transparency and improve public access to information. It is clarified that the mere consultation of the Unipartner website does not imply the need to register any personal information that identifies the user. Unipartner also has technology for the use of secure communications, as well as appropriate controls, by carrying out penetration tests and monitoring analyses.

Unipartner uses *cookies* for the purposes identified below. If Unipartner uses other *cookies* for the purpose of providing more and better services, the user will be duly informed:

Name	Description of Purpose / Function	Validity / Duration
Essential Cookies	Used for security, verification of identity, and network management	12 months
Marketing Cookies	Track advertising effectiveness to provide a more relevant service and deliver better ads to suit user interests	12 months
Functional Cookies	Collect data to remember choices users make to improve and give a more personalized experience	12 months
Analytics Cookies	Help to understand how visitors interact with our website, discover errors, and provide better overall analytics	12 months

To opt out of being tracked or to keep a digital trail by *Google Analytics* Through the sites you visit, please consult the information: <https://tools.google.com/dlpage/gaoptout>.

## How can I modify my preferences in cookie management?

It is important to note that the use of *cookies* is essential for the correct functioning of the *website* in its entirety, so their acceptance is recommended.

At any time, the user can manage their *cookie* preferences through their browser settings that allow them to activate, disable, or refuse the use of *cookies* or even delete them. These settings are usually located in the "help", "options", or "preferences" menus of the Internet browser you use.

However, blocking the use of all *cookies* (including necessary *cookies*) may limit or make it impossible to access all or part of some areas and/or content or limit the receipt of personalized information.

If the user blocks cookies, the information previously collected may be used. However, with *cookies* disabled, no additional information about the user's experience and/or preferences will be collected. Depending on the browser you use, you can obtain detailed information on how to delete or block cookies at [www.aboutcookies.org](http://www.aboutcookies.org) or <https://allaboutcookies.org/>.

You can also find more information on how to do this at the following [links](#) for the most common browsers:

- [Microsoft Internet Explorer](#)
- [Mozilla Firefox](#)
- [Google Chrome](#)
- [Opera](#)
- [Microsoft Edge](#)
- [Apple Safari](#)

You can always find information regarding cookie management for other browsers by visiting the provider's website.

## Do-not-track functionality

"Do-not-track" is a feature that allows the user (visitor) not to be tracked by the sites and is available in most browsers, including Firefox, Internet Explorer, Chrome, Safari, and Opera.

## SOCIAL MEDIA COOKIES

Unipartner, as a measure to publicize its activity, is present on the main social networks such as Facebook, Twitter, Instagram, YouTube, and LinkedIn.

- The Unipartner website does not set *cookies* when displaying links on our social media channels when you browse our website.
- You can watch Unipartner videos, which we have also embedded on the YouTube channel.
- By clicking on the respective icons, you will be redirected to the websites of these social networks (Facebook, Instagram, Twitter, YouTube, and LinkedIn), which have their own privacy and cookie policies, over which Unipartner has no control.

## ADDITIONAL QUESTIONS

If you want to know more about how Unipartner processes your personal data, please see our [Privacy Policy](#).

Under the terms of the law, Unipartner provides the holders of personal data with the appropriate means to exercise their rights of information, access, rectification, complaint, limitation, or deletion of their data.

If in doubt about the management of *Cookies* on our website and the digital platforms managed by Unipartner, for additional information on this policy or other questions/complaints, the user may contact Unipartner at the following email address: [gdpr@unipartner.com](mailto:gdpr@unipartner.com).

## CHANGES TO THE COOKIE POLICY

Unipartner reserves the right to revise or make changes to this policy whenever necessary or required. The changes made will be duly published on the Unipartner website: [www.unipartner.com](http://www.unipartner.com), and/or other channels that are deemed appropriate, so it is recommended that all users consult it periodically.