

Cookie Policy

1 INTRODUCTION

We ask that you read this cookie policy carefully as it contains important information on who we are and our use of cookies or similar technologies on our website. This policy should be read together with our Privacy Policy which sets out how and why we collect, store, use and share personal information generally, as well as your rights in relation to your personal information and details of how to contact us and supervisory authorities in the event you have a complaint.

2 WHO WE ARE

This website is operated by Guideline BizTech Pty (Ltd). We are about advancing Governance, Risk and Compliance. For more information see <http://www.rubiqbiz.com/>.

3 OUR WEBSITE

This cookie policy only relates to your use of our family of websites:

- <https://app.rubiqbiz.com/>
- <https://intdevgrc.com/>
- <https://alvivaholdingsgrc.com/>
- <https://www.rubiqbiz.com/>

Throughout our website we may link to other websites owned and operated by certain trusted third parties to make additional products and services available to you. These other third-party websites may also use cookies or similar technologies in accordance with their own separate cookie policies. For privacy information relating to these other third-party websites, please consult their cookie policies as appropriate.

4 COOKIES

A cookie is a small text file which is placed onto your device when you use our website. We use cookies on our website. These help us recognize you and your device.

You can set your browser not to accept cookies and the websites below tell you how to remove cookies from your browser. However, some of our website features may not function as a result.

For further information on our use of cookies, including a detailed list of your information which we and others may collect through cookies, please see below.

5 OUR USE OF COOKIES

We use cookies on this website to:

- recognise you whenever you visit this website (this speeds up your access to the website as you do not have to log in each time);
- make your online experience more efficient and enjoyable.

For further information on cookies generally visit <https://www.aboutcookies.org/> or <https://www.allaboutcookies.org/>

6 TYPES OF COOKIES WE USE

The cookies we place on your device fall into the following categories:

- **Session cookies**—these allow our website to link your actions during a particular browser session. These expire each time you close your browser and do not remain on your device afterwards
- **Strictly necessary cookies**—these cookies are essential for you to be able to navigate our website and use its features. Without these cookies, the services you have asked for could not be provided
- **Performance cookies**—these cookies collect information about how you use our website, eg which pages you go to most often. These cookies do not collect personally identifiable information about you. All information collected by these cookies is aggregated and anonymous, and is only used to improve how our website works
- **Functionality cookies**—these cookies allow our website to remember the choices you make (such as your username, language, last action and search preferences) and provide enhanced, more personal features. The information collected by these cookies is anonymous and cannot track your browsing activity on other websites

7 SAMPLE OF COOKIES WE USE

The table below provides more information about the cookies we use and why:

The cookies we use	What they do
Page-View Tracking	This is a web analytics service which uses cookies to show us how visitors found and explored our site. It provides us with information about the behavior of our visitors (e.g. how long they stayed on the site, the average number of pages viewed) and also tells us how many visitors we have had.
Navigational	We using cookies to store redirection data, an example, when opening a linked created by us in an email, after signing in, we navigate the user to the action screen.
Authorization	We save roles used by the software to determine access within the product.
Timeouts	When opening new windows from within the product, we pass timeout cookies to keep the window/session active for a period of time.

8 **CONSENT TO USE COOKIES**

We will ask for your permission (consent) to place cookies or other similar technologies on your device, except where these are essential for us to provide you with a service that you have requested.

There is a notice on our home page informing you we use cookies and requests your consent to acknowledge this.

9 **HOW TO TURN OFF COOKIES**

If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of this website. This is not recommended.

10 **DO YOU NEED EXTRA HELP?**

If you would like this notice in another format (for example: audio, large print, braille) please contact us (see 'How to contact us' above).

11 **CHANGES TO THIS POLICY**

We may update this Privacy Policy from time to time. Any updates of this Policy will be posted on the RUBIQ website together with an updated revision date. Unless otherwise stated, any new Cookie Policy will supersede the previous Policy.

12 **HOW TO CONTACT US**

Please contact us addressing the Information Officer at support@rubiqbiz.com, if you have any questions about this cookie policy, the full listing of cookies used or the information, we hold about you

This Cookie Policy was published on 01-5-2020 and is presently version 1.