#### **COOKIE NOTICE**

Like many companies, we, Kapa Oil Refineries Limited, use technologies on our website to collect information that helps us enhance your experience and our products and services. These technologies include cookies that we use on our website to help us to understand what information and advertising is most useful to website visitors.

We respect your concerns about privacy and value the relationship that we have with you. This Cookie Notice addresses some concerns you may have in relation to collection of data through use if cookies on our sites.

If you continue using our website without disabling cookie settings on your browser, we assume that you consent to our use of cookies on this device. You may refuse to accept cookies by activating the appropriate setting on your browser. However, if you select this setting, you may be unable to access certain parts of our website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our website.

This Cookie Notice applies to any websites, apps, branded pages on third-party platforms (such as Facebook, Twitter and Instagram), and applications accessed or used through such websites or third-party platforms (hereinafter, "our websites") which are operated by or on behalf of Kapa Oil Refineries Limited. References to "Kapa Oil Refineries Limited" in this Cookie Notice include any Kapa Oil Refineries Limited related companies, affiliates and joint ventures.

Please take a moment to familiarise yourself with our cookie practices and let us know if you have any questions by sending us an e-mail or submitting a request through marketing@kapa-oil.com.

### What is Cookies?

Cookies, pixel tags and similar technologies (collectively 'cookies') are files containing small amounts of information which are downloaded to any internet enabled device such as your computer, smartphone or tablet, when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie.

Cookies do lots of different and useful jobs, such as remembering your preferences, generally improving your online experience, and helping us to offer you the best product and services.

When you are using our website, Cookies collect certain usage data. This data is collected to improve site functionality and to tailor site behaviour and content to you, and we process this personal data in accordance with Kapa Oil Refineries Privacy Policy. Data collected include:

- Details of your visits to our website, including traffic data, location data, logs, and other communication data and the resources that you access and use on our website
- Information about your computer and internet connection, including your IP address, operating system, and browser type.

# Who is Controlling the Data Collected by Cookies?

Any personal data collected by Kapa Oil Refineries Limited via cookies and other tracking technologies is controlled by Kapa Oil Refineries Limited, the data controller.

Kapa Oil Refineries Limited will only collect, use or disclose your personal data where it is fair and lawful to do so and in accordance with our Privacy Policy.

For a more detailed understanding of how we use personal data collected by Kapa Oil Refineries Limited, please refer to our Privacy Policy.

# What Purpose do we Use Cookies For?

We use cookies to make Kapa Oil Refineries Limited's websites easier to use, to deliver a personalised experience on our websites, and to better tailor our products, services and websites to your interests and needs. Cookies are used to help speed up your future activities and your experience on Kapa Oil Refineries Limited's websites.

The cookies you consent to, are also used to collect your data which we then profile into audiences so that we can deliver targeted advertising tailored to your interests and limit the number of times you see an advertisement.

We may also insert cookies in emails and newsletters to improve our content and advertising.

We also use cookies to compile anonymous, aggregated statistics that allow us to understand how people use our websites and to help us improve their structure and content and also help us measure the effectiveness of advertising campaigns.

#### How can I Control or Delete Cookies

There are many ways to manage your cookies including:

- You can refuse to give your consent to allow cookies; or
- You can disable Kapa Oil Refineries Limited or third-party cookies by use of your browser settings

### Control via your browser settings

Most internet browsers are initially set up to automatically accept cookies. If you do not want our websites to store cookies on your device, you can change your browser settings so that you receive a warning before certain cookies are stored. You can also adjust your settings so that your browser refuses most of our cookies or only accept certain cookies from third parties.

You can also withdraw your consent to cookies by deleting the cookies that have already been stored.

If you disable the cookies that we use, this may impact your experience while on the Kapa Oil Refineries Limited website, for example, you may not be able to visit certain areas of a website or you may not receive personalized information when you visit a website.

If you use different devices to view and access the Kapa Oil Refineries Limited website (e.g. your computer, smartphone, tablet) you will need to ensure that each browser on each device is adjusted to suit your cookie preferences

The procedures for changing your settings and cookies differ from browser to browser. If necessary, use the help function on your browser or click on one of the links below to go directly to the user manual for your browser:

**Mozilla Firefox** 

Google Chrome

Microsoft Edge

Safari

<u>Opera</u>

Kindly note that is not an exhaustive link of all browsers available.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit <a href="www.allaboutcookies.org">www.allaboutcookies.org</a>

#### What Cookies Do We Use?

Examples of Cookies we use include:

- Session Cookies: We use Session Cookies to operate our Service. A session cookie allows the browser to re-identify itself to the single, unique server to which the client had previously authenticated.
- Preference Cookies: We use Preference Cookies to remember your preferences and various settings.
- Security Cookies: We use Security Cookies for security purposes.

• Advertising Cookies: Advertising Cookies are used to serve you with advertisements that may be relevant to you and your interest.

### Duration of the Cookie we use

In terms of duration, we may use two different types of cookies on our websites:

- Session Cookies. These cookies are temporary cookies that remain on your device until you leave our websites; or
- Persistent Cookies. These cookies remain on your device for much longer or until you manually delete them (how long the cookie remains on your device will depend on the duration or "lifetime" of the specific cookie, as well as your browser settings.)

Last Updated on: <u>27<sup>th</sup> September 2022</u>