

## **DWS GROUP COOKIE POLICY**

**Effective Date: 30<sup>th</sup> June 2025**

### **Introduction**

This Cookie Policy explains how DWS Group (DWS) uses cookies and similar technologies on our websites and web applications. This policy outlines the types of cookies we use, the purposes for which they are used, and how you can control their use. Please read this policy carefully to understand how we use cookies and how you can manage them.

### **Scope**

This Cookie Policy applies to the websites and web applications operated by DWS, which may include:

- Our **internal systems** used for timesheet management, reporting, and other business operations.
- Our **external website(s)**, which are publicly accessible.

This policy applies to cookies used on our own digital platforms but **does not apply to third-party websites or services**. For example, if you interact with links or embedded content from external sources (such as social media platforms, third-party tools, or services integrated with our website), those services will have their own cookie policies, and we are not responsible for their cookies.

You should review the privacy and cookie policies of those third-party services independently. We use trusted third-party platforms and cloud services to host certain aspects of our systems, but we do not share specific technical details about these platforms in this policy for security reasons.

However, these platforms may set their own cookies as part of their service delivery. We recommend reviewing the cookie policies of these third-party platforms if you are concerned about their use of cookies.

### **Cookies**

#### **What Are Cookies?**

Cookies are small text files that are stored on your device when you visit a website or use a web application. They are widely used to make websites and applications work, as well as to enhance performance and provide a better user experience.

There are different types of cookies:

- **Session Cookies:** These are temporary cookies that are erased from your device when you close your browser.
- **Persistent Cookies:** These remain on your device until they expire, or you delete them.
- **First-Party Cookies:** Set by the website or web application you are visiting.

- **Third-Party Cookies:** Set by other organisations, typically for analytics or advertising purposes.

## **Cookies We Use**

Our web applications and websites may use the following types of cookies:

### **Essential Cookies**

These cookies are necessary for the operation of our websites and web applications. They include, for example, cookies that enable you to log into secure areas of the web applications, such as our internal timesheet or reporting system. Without these cookies, these services cannot function properly.

### **Functional Cookies**

These cookies allow us to remember choices you make (such as your language preferences or login details) and provide enhanced, more personalised features. These cookies are not essential for the core functionality of our websites, but they improve your experience.

### **Performance and Analytics Cookies**

These cookies collect information about how users interact with our websites and web applications, such as the pages they visit and any errors they encounter. We use these cookies to improve the performance and functionality of our services, but they do not collect personal data that can identify you. These cookies are typically set by third-party services. Our external DWS website may use cookies for basic analytics and to track performance metrics. We do not intentionally use cookies for advertising, targeted marketing, or other purposes outside of what is described above.

## **How We Manage Cookies**

You can control and manage cookies through your browser settings. Most browsers allow you to:

- Accept or reject cookies.
- Delete cookies.
- Receive notifications when a cookie is set.

However, please note that if you disable cookies, some features of our web applications and websites may not work as intended.

For detailed information on how to manage cookies in your browser, you can visit the help section of your browser or refer to the following links for popular browsers:

- [Google Chrome](#)
- [Microsoft Edge](#)
- [Safari](#)

## **Third-Party Tools and Cookies**

In addition to the cookies used by our own websites and web applications, we may utilise a variety of third-party tools and services to support the day-to-day operations of our business. These tools and services include, but are not limited to, applications and platforms for:

- **Analytics and performance tracking** (e.g., web traffic analysis, user behaviour insights)
- **Customer Relationship Management (CRM)** (e.g., managing customer data and communications)
- **Project management and collaboration tools** (e.g., task tracking, team communication, file sharing)
- **Communication platforms** (e.g., email, messaging, video conferencing)
- **Business operations software** (e.g., financial tools, HR management systems, invoicing)
- **Cloud services and infrastructure management** (e.g., hosting, data storage, and security services)

These third-party tools and services may set their own cookies or similar tracking technologies when you interact with our services. Please note that we do not control the cookies set by these third-party tools, and we are not responsible for their content or privacy practices. We recommend reviewing the privacy and cookie policies of any third-party services you use in conjunction with our website or web applications. Each of these services may use cookies for various purposes such as analytics, functionality, performance tracking, and enhancing the services they provide. Their cookies are subject to the terms of their respective privacy and cookie policies.

For more information about how these third-party services handle cookies, please refer to their individual privacy policies or cookie statements.

### **Changes To this Cookie Policy**

We may update this Cookie Policy from time to time to reflect changes in the types of cookies we use or the way we process information. Any changes to this policy will be posted on this page with an updated revision date. We encourage you to review this policy periodically.

### **DWS Group Privacy Statement**

To learn more about how we collect, store, and protect your personal data, please refer to our [DWS Group Privacy Statement](#). This provides detailed information about your data protection rights and how we handle your personal information.

### **Data Subject Rights and Grievances**

If you have any concerns about the use of your personal data or wish to exercise your data subject rights (e.g., access, correction, deletion, restriction, objection to processing, or data portability) or you have any grievances or believe that your rights have been violated, please contact us via [privacy@dws.com.au](mailto:privacy@dws.com.au). We take privacy concerns seriously and will do our best to address your complaint promptly.