

## INFORMATION GUIDE ON THE USE OF COOKIES

### INTRODUCTION

The use of cookies involves obligations for the manager of the web page regarding the information that must be provided to interested parties. These obligations are set forth in the General Data Protection Regulation and in Act 34/2002, on services of the information society and of electronic commerce.

This guide contains the instructions, legal texts and tools for diligent compliance by CAMPGAIA, S.L. with the legal obligations pertaining to the use of cookies.

However, to comply with the indications set forth in this Guide, it is necessary to have knowledge of web development. The Guide is therefore especially directed at the figure of the web developer within the organization.

### AVAILABILITY OF INFORMATION

As we will detail throughout this guide, in order to show information correctly, it must be presented in two layers:

- The first is composed of a cookies banner, which is in charge of providing basic information to the interested party and obtaining their consent.
- The second layer is composed of the cookies policy, where a cookies settings panel must be included.

In addition to the instructions to be followed for correct application, this guide contains instructions for drafting the text of the cookies banner, as well as the Cookies Policy to be included on the website of CAMPGAIA, S.L.

### WHEN TO ACTIVATE COOKIES

Cookies must not be installed on a user's browser until they have given their consent.

The consent of the interested party is understood to be given:

- **When they have accepted the use of cookies through the button provided for this purpose:** cookies can be installed when the interested party has clicked on the "Accept" button.
- **After browsing on the website for a prudent period of time during which the information given in the banner could not be ignored:** cookies can be installed when the interested party has been browsing for one minute and has ignored the information given in the banner. In order for this option to be viable, the banner must remain visible during the ENTIRE time while the user is browsing. Mere inactivity by the user does not mean that consent itself is given; the user must be browsing.

### FIRST LAYER OF INFORMATION (BANNER)

As it was established in the Guide on the use of cookies published by the Spanish Data Protection Agency, the information will continue to be by layers, as it is admitted by Organic Act 3/2018 of 5 December, on Personal Data Protection and the guarantee of digital rights. The first layer will be presented in a banner that asks for the interested party's consent.

This banner must be present during the ENTIRE time while a user is browsing until they accept or until a prudent period of time elapses, during which they could not have avoided the information given in the banner (this prudent period of time can be understood as 1 minute). In any event, mere inactivity by the user does not mean that consent itself is given. In other words, the user must be browsing.

The basic information to be given in this layer will be the following:

- Whether or not the information is accessed by third parties that use cookies, if applicable (the detailed description will be given in the second layer).
- Purpose: the different purposes of the cookies (profiling, advertising, analytical).

The information banner must contain a button for accepting all cookies and another for configuring them, thereby mentioning that within the settings a user may decline all cookies using a single button. The button for configuring cookies must take the user directly to this settings panel, which allows the actual user to configure cookies as they wish.

In other words, in all cases the banner must contain one button for accepting all cookies and another for configuring them. The latter button must link directly to the cookies settings panel contained in the Cookies Policy.

An explanatory table for drafting the first layer of cookies information to be included in the banner is provided below:

DRAFTING OF THE COOKIES BANNER				
We use our own and third-party cookies.				
<b>Statistical:</b> for measuring the activity of the website in order to improve our services	<b>Personalization:</b> for facilitating access by users according to some predefined general characteristics, such as language or region			
If you continue browsing, you accept the use thereof. You can configure or decline cookies or obtain more information by clicking on the 'Configure' option				

We use our own and third-party cookies for measuring the activity of the website in order to improve our services according to the analysis of the use that users make of the service. You can configure or decline cookies or obtain more information by clicking on the 'Configure' option.

**CONFIGURE**      **ACCEPT**

## **SECOND LAYER: COOKIES POLICY AND SETTINGS PANEL**

The Cookies Policy provided below must be published on the web page of CAMPGAIA, S.L.. Moreover, a cookies settings panel must be embedded at the beginning of this Cookies Policy, thereby allowing the actual user to configure cookies as they wish.

The Cookies Policy must also be provided to the user through a link in the footer, together with the Privacy Policy and the Legal Notice.

### **Requirements of the cookies settings panel**

The settings panel provided at the beginning of the Cookies Policy must meet the following requirements:

- It must allow the user to activate or deactivate cookies according to their purpose (personalization, analysis, advertising, etc.). However, cookies whose purpose is mere operation of the web page are exceptions to this obligation. Moreover, together with identifying the categories of cookies, a brief description of the same according to their purpose must be included.
- It must allow activation or deactivation according to the third party that has configured the cookies. It is not necessary to mention the registered name of these companies; their trade name can be referenced.
- Moreover, it will be necessary to include a button for declining all cookies at the same time.

### **Classification of cookies according to their purpose**

To facilitate the drafting of the cookies panel, the different categories of cookies that exist are identified below according to their purpose, including a description of each category:

- a. **Functional:** they allow browsing on a web page, platform or application and using the various options or services that exist on it (i.e. controlling the data traffic, identifying the session, remembering the elements of an order).
- b. **Personalization:** they allow a user to access the web page according to some predefined general characteristics (i.e. language, regional configuration).
- c. **Analytical:** they allow the manager to measure the activity of the website in order to introduce improvements according to the analysis of the data on use that users make of the service.
- d. **Advertising:** they allow management of the advertising spaces included on the website.
- e. **Profiling:** they allow evaluating certain personal aspects based on browsing habits in order to analyse or predict aspects related to personality or for marketing or statistical purposes.
- f. **Statistical:** they allow measuring the activity of the website in order to compile statistics on use and traffic.
- g. **On access to social networks:** they include access links to social networks in order to link and share certain content of the portal, so that information does not need to be entered every time a connection button is selected.

Example 2. Cookies settings panel (next page):

		<b>ACCEPT ALL</b>	<b>DECLINE ALL</b>
<b>Statistical</b>	They allow measuring the activity of the website in order to compile statistics on use and traffic.	<b>ACCEPT</b>	<b>DECLINE</b>
<b>Personalization</b>	They allow a user to access the web page according to some predefined general characteristics (i.e. language, regional configuration).	<b>ACCEPT</b>	<b>DECLINE</b>
<b>THIRD PARTIES WITH ACCESS TO DATA</b>			
<b>Google Analytics</b>		<b>ACCEPT</b>	<b>DECLINE</b>

**COOKIES POLICY TO BE INCLUDED IN THE WEBSITE OF CAMPGAIA, S.L.**

\* CAMPGAIA, S.L. must publish the following Cookies Policy on the corporate web page according to the preceding instructions. This policy must contain the cookies settings panel at the beginning, which describes the different cookies used on the website according to their purpose and allows the user to accept or decline them. Moreover, any third parties that have access to the data derived from use of the cookies must be identified (for example, Google, if Google Analytics is used).

**COOKIES POLICY**

**COOKIES USED ON THIS WEBSITE**

Statistical and configuration

**THIRD PARTIES WITH ACCESS TO DATA**

GOOGLE (G.ANALYTICS)

**DEFINITION AND FUNCTION OF COOKIES**

A cookie is a file that is downloaded on your computer when certain web pages are accessed. Among other things, cookies allow a web page to store and recover information about the browsing habits of a user or their equipment, and depending on the information they contain and how your equipment is used, they can be used to recognize the user.

## **COOKIES USED ON THIS WEBSITE**

The different categories of cookies used on this website, according to their purpose, are described in the settings panel provided at the beginning of this Cookies Policy. A user may configure cookies according to their preferences.

The use of cookies allows us to facilitate browsing for users and allows us to adapt the information and service we offer according to a user's interests. Cookies are used both permanently and temporarily (session cookies). Permanent cookies are stored on your computer or mobile device during a period of time of no more than 24 months.

## **WHAT HAPPENS IF COOKIES ARE DISABLED**

At any time, you may access the settings of your browser to modify and/or block the installation of cookies, but that could mean that some functionalities might be disabled and that access to some content could be restricted. The functional quality of the services could be affected.

## **HOW TO DEACTIVATE OR DELETE COOKIES**

To allow, learn about, block or delete the cookies installed on your equipment, you can do so by configuring the options of the browser installed on your computer.

You can find information on how to do so if you use one of the following browsers:

Internet Explorer: <https://privacy.microsoft.com/es-es/privacystatement>

Safari: <https://www.apple.com/legal/privacy/es/cookies/> <https://support.apple.com/es-es/HT201265>

Google Chrome: <https://support.google.com/chrome/answer/95647?hl=es&hlrm=en>

Google: <https://www.google.com/intl/es/policies/privacy/>

Firefox: <http://support.mozilla.org/es/kb/Borrar%20cookies>

Opera: <https://www.opera.com/es/privacy>

Android (Google): <https://www.google.com/intl/es/policies/privacy/>

Windows Phone (Microsoft): <https://privacy.microsoft.com/es-es/privacystatement>

Blackberry: <http://global.blackberry.com/es/legal/privacy-policy.html>

You can also easily delete cookies from your computer or mobile device through the use of your browser. To obtain instructions on how to manage and delete cookies, use the 'Help' tab of your browser. You will be able to deactivate cookies or receive a notification whenever a new cookie is sent to your computer or mobile device.

There are online tools available that allow users to detect the cookies on each website they visit and to manage the deactivation thereof (for example, Ghostery: <https://www.ghostery.com/about-ghostery/privacy-statements/>, <http://www.ghostery.com/faq>).

## **UPDATING OF OUR COOKIES POLICY**

It is possible that we might update the Cookies Policy of our Website. We therefore recommend that you review this policy whenever you access our Website so that you are adequately informed about how and for what purpose we use cookies. Keep in mind that browsers can also change their policies and the location of information.

The Cookies Policy was last updated on 03/12/2019.