**COOKIE POLICY**

*Last modified on April 4, 2025.*

## 1 – INTRODUCTION

Recneps NV ("we", "us") uses "cookies" whenever you use the SPENCER-application (the "Application").

In this cookie policy, we would like to inform you about our use of cookies.

## 2 – DEFINITIONS

"**Application**" means the web based "SPENCER" application, developed for mobile devices for iOS and Android operating systems, customized and operated by Recneps NV, a Belgian public limited liability company, with registered offices at 2000 Antwerp (Belgium), Scheldestraat 11 and with VAT number 0667.513.616.

## 3 – ABOUT COOKIES

A "cookie" is a piece of information sent to your device via the server of the Application and stored on the device's hard drive when you use the Application. Cookies help us to recognize your device when you use the Application. The Application's server can only read the cookies it has placed itself and has no access to other files stored on your device.

Cookies also include so-called "scripts". A script is a programming code used in order to make the Application function optimally and interactively.

## 4 – TYPES OF COOKIES

There are different types of cookies:

Origin

*First party cookies* are cookies that are placed directly on the Application by us.

*Third party cookies* are cookies placed on the Application by third parties. This means that elements originating from other websites are incorporated in the Application.

Lifetime

*Persistent cookies* remain on your device for the lifetime of the cookie. They are activated each time you visit the Application.

*Session cookies* simplify and link the user's actions during the browser session. Each time you open the browser, these cookies are placed temporarily. Session cookies are deleted as soon as the browser is closed.

<u>Purpose</u>

Essential cookies are cookies that are necessary for the proper functioning of the Application. They can be of a technical or functional nature. Without them, you would not be able to use the Application. Essential cookies are activated by default and cannot be rejected. We do not need your consent to use them.

Non-essential cookies are cookies that are not required for the functioning of the Application. They are only placed if you consent to their use. There are 3 types of non-essential cookies:

- Functional cookies that improve your navigation on the Application but are not strictly necessary to use the Application. In some instances, rejecting functional cookies, may have an impact on the optimal use of the functionalities of the Application be able to use the functionalities of the Application optimally;

- Analytics cookies that enable us to collect data related to your user behavior on the Application for analytical or statistical purposes;

- Marketing cookies that enable us to collect data related to your user behavior on the Application for commercial and/or advertising purposes.

We only use essential cookies on the Application.

## 6 – WHAT COOKIES ARE USED ON THE APPLICATION?

Below you will find a detailed list and description of the essential cookies we use on the Application:

<u>ai_session (Microsoft)</u>
- Type: third party
- Function: essential functional
- Lifetime: end of browser session
- Privacy: https://privacy.microsoft.com/en-us/privacypolicy
- Description: This cookie name is associated with the Microsoft Application Insights software, which collects statistical usage and telemetry information for apps built on the Azure cloud platform. This is a unique anonymous session identifier cookie.

<u>ai_user (Microsoft)</u>
- Type: third party
- Function: essential functional
- Lifetime: 7 days
- Privacy: https://privacy.microsoft.com/en-us/privacypolicy
- Description: This cookie name is associated with the Microsoft Application Insights software, which collects statistical usage and telemetry information for apps built on the Azure cloud platform. This is a unique user identifier cookie enabling counting of the number of users accessing the application over time.

<u>x-ms-cpim-csrf (Microsoft)</u>
- Type: third party
- Function: essential technical
- Lifetime: end of browser session
- Privacy: https://privacy.microsoft.com/en-us/privacypolicy
- Description: Azure AD B2C Cross-Site Request Forgery token used for CRSF protection.

x-ms-cpim-sso (Microsoft)
- Type: third party
- Function: essential technical
- Lifetime: end of browser session
- Privacy: https://privacy.microsoft.com/en-us/privacypolicy
- Description: Azure Active Directory B2C authentication-related cookie.

## 7 – BROWSER COOKIE SETTINGS

Through your web browser you can also delete cookies automatically or manually and you can specify whether or not certain cookies may be placed. Also, you can set your web browser to notify you when a cookie is placed. More information about these settings can be found in the instructions in the Help-function of your browser. The following links may prove useful to better understand the cookie settings of your browser:

- [Cookie settings in Internet Explorer](#)
- [Cookie settings in Firefox](#)
- [Cookie settings in Chrome](#)
- [Cookie settings in Safari](#)

If all cookies are disabled, the Application may not function or not function optimally.

You can find more information on cookies and how manage them on your browser at the following website: www.allaboutcookies.org.

## 8 – COMPLAINTS

You can contact the Data Protection Authority at any time by sending an email to contact@apd-gba.be or by submitting a written request to the Data Protection Authority, located at 1000 Brussels (Belgium), Drukpersstraat 35.