



human settlements

Department:
Human Settlements
REPUBLIC OF SOUTH AFRICA

COOKIE POLICY

of

**THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS
("DHS")**

TABLE OF CONTENTS

Cookie Policy	1
1. Definitions and Abbreviations	1
2. Introduction	2
3. How do we use cookies and other personal identification software? [Drafting Note: DHS to advise on the use of cookies for this section.]	2
4. What Personal Information do we collect?	3
5. How do we use your Personal Information?	3
6. Changes to this Policy	3
7. Please refer to the External Privacy Notice on our website for more information on how the DHS Processes your Personal Information. [Drafting Note: DHS to insert a link to the External Privacy Notice.]	3

Cookie Policy

1. Definitions and Abbreviations

- 1.1. **“Data Subject”** means the person to whom Personal Information relates. Examples of Data Subjects include, employees, applicants for housing benefits, juristic persons such as service providers of the DHS, as well as visitors to the DHS website;
- 1.2. **“Operator”** means a person who Processes Personal Information for a Responsible Party in terms of a contract or mandate, without coming under the direct authority of that party. Examples of Operators include IT service providers, vendors and other, suppliers that Process Personal Information on the DHS’s behalf;
- 1.3. **“PAIA Manual”** means a manual prepared in accordance with Section 14 of PAIA;
- 1.4. **“PAIA”** means the Promotion of Access to Information Act, 2 of 2000;
- 1.5. **“Personal Information”** means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person;
- 1.6. **“Policy”** means this Cookie Policy;
- 1.7. **“POPIA”** means the Protection of Personal Information Act, 4 of 2013;
- 1.8. **“Process/Processing”** means any operation or activity or any set of operations whether or not by automatic means, concerning Personal Information:
- 1.9. **“Responsible Party”** means any public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for Processing Personal Information. The DHS is a Responsible Party;
- 1.10. **“Regulator”** means the Information Regulator of South Africa;
- 1.11. **“Special Personal Information”** means Personal Information concerning the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a Data Subject, or the criminal behaviour of a Data Subject; and
- 1.12. **“Users”** means any person that visits or access the DHS website.

2. **Introduction**

- 2.1. We value the Personal Information that we collect from our Data Subjects. This Policy describes how we collect and Process your Personal Information, how we use and protect this information, and your rights in relation to this information, in accordance with POPIA.
- 2.2. This Policy applies to all Personal Information we collect or Process about you, using cookies on our website.
- 2.3. Personal Information is information, or a combination of pieces of information, which can identify you such as your contact details and residential address, your tax number, and employment history.

3. **How do we use cookies and other personal identification software**

- 3.1. Cookies are small software programmes that install themselves on your computer or your mobile device. They store data specific to a particular user and remember your preferences about our website. Cookies are stored on your computer or mobile device for various lengths of time. Every time you return to our website and browse it, cookies record this data, which is then transmitted to us or to third parties with whom we work.
- 3.2. We also make use of similar technologies such as pixels and tags. They are intended to make your experience of visiting and navigating through our website easier and more pleasant. Cookies, pixels, and tags may collect Personal Information such as the identity of your computer or mobile device and your location.
- 3.3. We use two main types of cookies – session and persistent cookies. Session cookies are cookies that are erased from your device when you close your device's web browser. They are stored in the temporary memory of a device and are not retained after the browser is closed. Session cookies do not collect information from your device.
- 3.4. Persistent or permanent cookies are stored on your device until they expire or until you delete the cookie. Persistent cookies are used to collect identifying information about you, such as your web surfing behaviour or user preferences for a specific website.
- 3.5. If you do not want any cookies, pixels, and tags to be installed on your computer or

mobile device, there is a relatively simple procedure in the settings of most browsers that allows you to deny or accept cookie features. It is important for you to know that cookies may be necessary to provide you with certain features available on the website. It is possible that, without certain cookies, some features and functionalities on our website may not work smoothly. You will therefore be asked to consent to cookies being installed on your computer or mobile device.

4. **What Personal Information do we collect?**

4.1. When you browse our website, the cookies we use may collect your Personal Information. You will typically use a computer or other mobile device to browse our website. When you do so, we may also collect your IP address or other device identifier, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, and other device information.

4.2. We will not intentionally collect and process Personal Information of a child unless we have permission from a competent person.

5. **How do we use your Personal Information?**

We may use your Personal Information for internal business purposes, such as enhancing our website, improving our services, and identifying usage trends. We may also use your Personal Information to monitor the use of our website and ensure that our website is presented in the most effective and relevant manner for you.

6. **Changes to this Policy**

We may modify or update this Policy from time to time. Any changes that we may make to this Notice will be effective from the date of being published.

7. **Please refer to the [External Privacy Notice](#) on our website for more information on how the DHS Processes your Personal Information.**