



WILKENS VAN EMMENIS
— INCORPORATED —
Attorneys & Mediators

COOKIE POLICY

WWW.WVEINC.CO.ZA

Wilkens Van Emmenis Incorporated | Registration Number 2026/074663/21

Attorneys and Mediators

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1 PURPOSE AND SCOPE

- 1.1 This Cookie Policy explains how Wilkens Van Emmenis Incorporated ("**WVE**", "**the firm**", "**we**", "**us**" or "**our**") uses cookies and similar technologies on the website located at www.wveinc.co.za ("**the Website**"), what those technologies do, on what basis they are used, and how you may accept, refuse or withdraw your consent to them.
- 1.2 This Policy forms part of, and must be read together with, the firm's Privacy Policy and Terms of Use, which are available on the Website. Terms defined in the Privacy Policy bear the same meaning in this Policy.
- 1.3 This Policy applies to the Website only. It does not apply to any third-party website to which the Website links, each of which has its own cookie and privacy practices.

2 WHAT COOKIES AND SIMILAR TECHNOLOGIES ARE

- 2.1 A cookie is a small text file placed on your device by a website when you visit it. The cookie is returned to the website on each subsequent visit, which allows the website to recognise your device, to remember your preferences and to record how the site is used.
- 2.2 Cookies are commonly classified as follows:
 - 2.2.1 **Session cookies** are temporary and are deleted when you close your browser.
 - 2.2.2 **Persistent cookies** remain on your device for a defined period, or until you delete them.
 - 2.2.3 **First-party cookies** are set by the website you are visiting.

2.2.4 **Third-party cookies** are set by a domain other than the one you are visiting, typically by content embedded in the page, such as a map, a video player or an analytics service.

2.3 Technologies with a similar function include local storage and session storage in your browser, pixels and tracking beacons, software development kits, and device fingerprinting. In this Policy, references to cookies include those technologies.

2.4 A cookie cannot execute a program, install software, transmit a virus, or read information from your device other than the information it has itself stored.

3 THE LEGAL POSITION IN SOUTH AFRICA

3.1 South African law does not contain a provision dealing specifically with cookies. There is no equivalent in South African law of the provisions of the European Union's Directive 2002/58/EC on privacy and electronic communications.

3.2 Cookies are nevertheless regulated indirectly, because the information they collect and the identifiers they contain constitute personal information. The definition of "personal information" in section 1 of the Protection of Personal Information Act 4 of 2013 ("**POPIA**") expressly includes an online identifier assigned to a person. An internet protocol address, a device identifier and a cookie identifier fall within that definition where they relate to an identifiable natural person.

3.3 The placing and reading of a cookie is accordingly the processing of personal information and requires a justification under section 11(1) of POPIA. The firm relies on the following justifications:

3.3.1 for strictly necessary cookies, section 11(1)(f), being the legitimate interests of the firm in providing a functional and secure website, and, where applicable, section 11(1)(b), being the taking of steps at your request preparatory to entering into a contract; and

3.3.2 for all other cookies, section 11(1)(a), being your consent, which must be a voluntary, specific and informed expression of will.

3.4 The firm also has regard to:

3.4.1 section 18 of POPIA, which requires that a data subject be made aware of the information being collected and the purpose of the collection, an obligation discharged in part by this Policy and by the cookie banner;

3.4.2 section 72 of POPIA, which regulates the transfer of personal information outside the Republic;

3.4.3 section 43(1)(p) of the Electronic Communications and Transactions Act 25 of 2002, which requires a supplier offering services by way of an electronic transaction to disclose its security procedures and privacy policy in respect of personal information; and

3.4.4 the Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002, which prohibits the unlawful interception of communications.

3.5 The firm does not place non-essential cookies before consent is obtained, and does not treat continued browsing, scrolling or the absence of an objection as consent.

4 THE CATEGORIES OF COOKIES USED ON THE WEBSITE

4.1 **Strictly necessary cookies.** These are required for the Website to operate, to maintain the security of the site, to balance load, and to record the cookie preferences you have expressed. They are placed on the basis set out in clause 3.3.1 and cannot be refused without impairing the operation of the Website.

4.2 **Preference and functionality cookies.** These allow the Website to remember choices you make, such as the state of the navigation menu on a mobile device. They improve convenience but are not essential.

- 4.3 **Third-party content cookies.** The contact page of the Website embeds a map served by Google. When the map is loaded, Google receives your internet protocol address, information about your device and browser, and the address of the page on which the map appears, and may place cookies on your device. The map is loaded only if you have accepted non-essential cookies.
- 4.4 **Form submission cookies.** The enquiry form and the consultation booking form on the Website are processed by FormSubmit, a third-party form processing service. When you submit a form, your browser interacts with that service, which may place cookies on your device for the purposes of session management and abuse prevention.
- 4.5 **Analytics cookies.** The firm does not currently use any web analytics, tag management or advertising technology on the Website. No analytics cookies, advertising cookies, conversion pixels or social media tracking pixels are placed. Should the firm introduce any such technology, this Policy will be amended and consent will be obtained before those cookies are placed.

5 SCHEDULE OF COOKIES

- 5.1 The cookies used on the Website at the date of this Policy are set out below. Cookies set by third parties are determined by those parties and may change without notice to the firm.

Cookie	Set by	Purpose	Type	Duration
wve_cookie_consent	wveinc.co.za (first party)	Records whether you accepted all cookies or elected essential cookies only, so that the banner is not displayed on every page	Strictly necessary	12 Months
Google Maps	google.com and related Google domains (third party)	Used by Google to render the embedded map, to maintain user preferences and to detect abuse. Placed only after acceptance	Third-party content	As published by Google

Cookie	Set by	Purpose	Type	Duration
		of non-essential cookies		
formsubmit.co	formsubmit.co (third party)	Session management and abuse prevention when a form is submitted	Third-party functional	As published by Formsubmit.co

5.2 The exact names and durations of the cookies placed by third parties are determined by those parties. A current list may be inspected at any time using the developer tools of your browser, under the storage or application tab.

5.3 Where the firm becomes aware of a material change to the cookies placed by a third party, this Schedule will be updated.

6 CONSENT, THE COOKIE BANNER AND WITHDRAWAL OF CONSENT

6.1 When you visit the Website for the first time, or after you have cleared your cookies, a banner is displayed which informs you that the Website uses cookies, links to this Policy, and offers you two choices:

6.1.1 **Essential Only**, which declines all cookies other than strictly necessary cookies; and

6.1.2 **Accept All**, which consents to the placing of all cookies described in this Policy, including third-party cookies.

6.2 Non-essential cookies are not placed, and third-party content that sets cookies is not loaded, unless and until you select "Accept All".

6.3 Your election is recorded in a strictly necessary cookie so that the banner is not displayed on every page. Because that record is stored on the device and in the browser you are using, you will be asked again if you use a different device or browser, if you browse in private or incognito mode, or if you clear your cookies.

6.4 Consent given in terms of section 11(1)(a) of POPIA may be withdrawn at any time. You may withdraw consent by:

- 6.4.1 clearing the cookies for wveinc.co.za in your browser, which causes the banner to be displayed again on your next visit, and then selecting "Essential Only";
 - 6.4.2 using the browser controls described in clause 7 to block or delete cookies; or
 - 6.4.3 writing to the Information Officer at victor@wveinc.co.za.
- 6.5 The withdrawal of consent does not affect the lawfulness of processing carried out before the withdrawal.

7 MANAGING COOKIES THROUGH YOUR BROWSER

- 7.1 Most browsers allow you to see what cookies have been stored, to delete them individually or collectively, to block cookies from particular sites or from all sites, and to block third-party cookies while permitting first-party cookies.
- 7.2 The relevant controls are found in the following locations:

Browser	Where to find the controls
Google Chrome	Settings, then Privacy and security, then Third-party cookies and Delete browsing data
Microsoft Edge	Settings, then Cookies and site permissions, then Manage and delete cookies and site data
Mozilla Firefox	Settings, then Privacy and Security, then Cookies and Site Data
Apple Safari (macOS)	Settings, then Privacy, then Manage Website Data
Apple Safari (iOS)	Settings application, then Apps, then Safari, then Privacy and Security

- 7.3 The location of these controls is determined by the browser vendor and may change. If you cannot locate the controls, consult the help function of your browser.
- 7.4 Deleting cookies deletes the record of your cookie preferences for the Website, and the banner will be displayed again on your next visit.

8 THIRD-PARTY CONTENT AND CROSS-BORDER TRANSFERS

- 8.1 The third parties identified in clause 5 are situated outside the Republic of South Africa. Where a cookie set by such a party transmits personal information to it, that transmission constitutes a transfer of personal information to a third party in a foreign country for the purposes of section 72 of POPIA.
- 8.2 Those transfers are effected on the basis of your consent, given by selecting "Accept All" on the cookie banner, as contemplated in section 72(1)(b) of POPIA. Where a form is submitted, the transfer is in addition necessary for the implementation of pre-contractual measures taken in response to your request, as contemplated in section 72(1)(c).
- 8.3 If you do not wish personal information to be transferred to those parties, select "Essential Only" on the cookie banner and contact the firm by telephone on 010 143 3895 or by electronic mail to info@wveinc.co.za rather than through the Website forms.
- 8.4 The firm does not control, and is not responsible for, the processing carried out by a third party in respect of information collected through cookies set by that party. Those parties act as responsible parties in their own right in respect of that processing, and their own privacy policies apply.

9 DO NOT TRACK AND GLOBAL PRIVACY CONTROL SIGNALS

- 9.1 Some browsers transmit a "Do Not Track" signal or a similar global privacy control signal. There is no accepted standard governing how a website should respond to such a signal, and South African law does not presently require a particular response.
- 9.2 The Website does not respond automatically to such signals. The cookie banner described in clause 6 is the means by which the firm obtains and records your election.

10 CONSEQUENCES OF REFUSING COOKIES

10.1 If you select "Essential Only", the Website will continue to function. The pages, practice area information, contact particulars and forms remain available.

10.2 The embedded map on the contact page will not be loaded. The firm's physical address is set out in text on the contact page and in the footer of every page.

10.3 If you block or delete strictly necessary cookies, parts of the Website may not function correctly, and the cookie banner will be displayed on every page.

11 RETENTION OF COOKIE DATA

11.1 A cookie is retained for the duration set out in clause 5, or until you delete it, whichever occurs first.

11.2 Server logs generated when the Website is accessed, which may include internet protocol addresses, are retained for [insert retention period, recommended 6 to 12 months] and are then deleted or de-identified, save where a log is required for the investigation of a security incident or for the establishment, exercise or defence of a right in law.

11.3 Information retained by a third party in consequence of a cookie set by that party is retained in accordance with that party's own retention practices.

12 CHILDREN

12.1 The Website is not directed at children. The firm does not knowingly place cookies for the purpose of collecting the personal information of a child, and does not process the personal information of a child collected through the Website otherwise than as permitted by sections 34 and 35 of POPIA.

13 AMENDMENT OF THIS POLICY

13.1 The firm reviews this Policy at least annually and whenever a material change is made to the technologies used on the Website.

13.2 The current version is published at www.wveinc.co.za. The version number and the date of the last review appear on the first page. Where an amendment introduces a new category of cookie requiring consent, consent will be obtained afresh before that cookie is placed.

14 CONTACT AND COMPLAINTS

14.1 Enquiries concerning this Policy, and requests to exercise any right under POPIA, must be addressed to the Information Officer:

Information Officer	Mr Victor Wilkens, Director
Email	victor@wveinc.co.za
Telephone	010 143 3895
Physical address	Eastlands Office Park, Office 125 Regus, 1 Bentel Avenue, Boksburg, 1459

14.2 You are entitled to submit a complaint to the Information Regulator in terms of section 74 of POPIA. The particulars of the Information Regulator are:

Physical address	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191
Telephone	010 023 5200
Toll-free	0800 017 160
General enquiries	enquiries@inforegulator.org.za
POPIA complaints	POPIAComplaints@inforegulator.org.za
Website	www.inforegulator.org.za

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