

COOKIE MANAGEMENT

of

Cosmix LLP

DOCUMENT INFORMATION

Document:	COOKIE MANAGEMENT		
Document Number:	COS/POL/03		
Version:	1.0		
Document Date:	17-06-2026		
Prepared By:	HOD-IT		
Reviewed By:	CISO		
Approved By:	CEO		
Classification Level:	Internal		
Modification History			
Sl. No.	Description of Change	Review Date	Version No.
1	Initial Basic Release	17-06-2026	1.0

Contents

Sl. No.	Contents	Page No
1	Purpose	
2	Scope	
3	Classification of Cookies	
4	Security, Privacy, Retention and Governance	
5	Roles & Responsibilities	
6	Awareness & Training	
7	References	
8	Policy Review & Exceptions	

1. PURPOSE

LLP shall be committed to transparency, privacy, and security in its use of cookies and tracking technologies across websites, portals, applications, and digital platforms. The policy ensures compliance with privacy, cybersecurity, and data protection requirements by defining principles, responsibilities, and controls for cookie management.

Objectives include:

- Transparency in cookie usage.
- Protection of personal and business data.
- Consent management.
- Compliance with laws and contracts.
- Governance and accountability in cookie activities.

2. SCOPE

This policy applies to:

- All websites, web applications, portals, mobile applications, and digital platforms owned, operated, or managed by LLP.
- All employees, partners, consultants, contractors, service providers, and third parties involved in the implementation, management, or administration of cookies.
- All cookies and similar technologies including web beacons, tracking pixels, local storage objects, and other tracking mechanisms deployed on organizational digital assets.

3. CLASSIFICATION OF COOKIES

- a) **Essential Cookies** – Required for functionality, security and accessibility (e.g., session management, authentication).
- b) **Functional Cookies** – Enhance user experience (e.g., language preferences, UI customization).
- c) **Analytics Cookies** – Track user behavior and performance (e.g., traffic analysis, performance measurement).
- d) **Marketing Cookies** – Deliver targeted content and measure campaigns (only with consent).
- e) **Third-Party Cookies** – Deployed by external providers, requiring due diligence and safeguards.

4. SECURITY, PRIVACY, RETENTION AND GOVERNANCE

A) Security Controls

- **Secure transmission** via HTTPS.
- **Access restrictions** to authorized users/systems.
- **Encryption** for identifiers and tokens.
- **Session management** with expiry and additional controls.

B) Privacy & Compliance

- **Consent management:** Clear notices, preference options and records of consent.
- **Data minimization:** Collect only necessary information for legitimate purposes.
- **User rights:** Access, modify, withdraw consent and request deletion.
- **Third-party governance:** Ensure compliance of external providers.

C) Retention & Deletion

- **Retention periods:** Cookies kept only as long as necessary.
- **Automatic expiry:** Configured for timely removal.
- **Automated clean-up:** Removal upon logout, consent withdrawal, or expiry.

D) Monitoring & Logging

- Track cookie creation, modification, consent logs, and configuration reviews.
- Conduct periodic reviews to detect unauthorized or non-compliant usage.

5. ROLES & RESPONSIBILITIES

- **Management:** Oversight and governance.
- **Information Security Function:** Technical controls and monitoring.
- **Privacy & Compliance Function:** Regulatory adherence.
- **Legal Function:** Contractual and regulatory review.
- **Technology & Development Teams:** Integration of cookie controls in lifecycle of digital platforms.

6. AWARENESS & TRAINING

- Regular training on cookie management, privacy, consent and security.
- Programs updated for evolving risks and regulations.

7. REFERENCES

Linked to broader LLP's policies: Information Security, Data Protection, Privacy, Cybersecurity, Acceptable Use and relevant laws/standards.

8. POLICY REVIEW & EXCEPTIONS

- Reviewed annually or earlier if laws, technology, audits or incidents require.
- Exceptions must be documented, risk-assessed, approved, and reviewed.

This is an internal document prepared by Cosmix LLP and it is strictly prohibited to be reproduced, utilization of disclosure to any third party, in any form, without prior intimation to Cosmix LLP