

## Use of Website Cookies by MicahTek, Inc.

MicahTek, Inc. offers Internet services to our clients that include eCommerce solutions. This policy document explains how we use cookies to improve our client website and Internet experiences.

### What are cookies?

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide usage information to the owners of the site.

### How we store and use cookies?

Any personal or company details received via our website services will only be used by MicahTek, Inc. clients. MicahTek, Inc. does not sell or otherwise give away your private information to any third party. The information provided by cookies will be used to improve our website experience.

The table below explains an example of the cookies we use and why

Cookie	Cookie name/s	Purpose
<b>Google Analytics</b>	_ga _gat _gid	These cookies from Google Analytics are used to collect information about how visitors use our site. We use this data in aggregated form to compile reports, such as the number of visitors to the site, where visitors have come to the site from and which pages they visited, as well as to help us improve the site. For any user-level or event-level data collected (e.g. user ID or Apple's identifier for advertisers) this is automatically deleted from Google Analytics after 26 months.

### How to disable cookies?

You have the ability to decline cookies by modifying the settings in your browser. However, blocking cookies might prevent some pages of the website from displaying correctly or you may not be able to use all of the features in our website.

You can do this via the settings area in most browsers. For example in the latest version of Internet Explorer this can be found by following the steps below:

1. In Internet Explorer, select the **Tools** icon (gear icon), and then select **Internet options** , second option from the bottom of the box that has opened
2. On the next box that opens select the **Privacy** tab and under **Settings**, select the **Advanced** button (top right), and then choose if you want to allow, block or be prompted for first and third party cookies.

### **How to delete cookies**

You can easily delete any cookies that have been installed in the cookie folder of your browser. For example, if you are using Internet Explorer follow the directions below.

1. In Internet Explorer, select the **Tools** icon (gear icon), and then select **Safety**, forth option from the top of the box that appears
2. On the next box that opens select **Delete Browsing History**, in the next box that opens check both **Temporary Internet Files** and **Cookies** and then click **Delete**.

If you are not using Internet Explorer you should enter "cookies" in the "Help" section of your browser and follow the steps provided.

### **Note about Internet browsers**

There are multiple browsers available that a user may choose to use on the Internet. Browsers can change as well as browser versions. It is recommended to all Internet users to check the browser provider for any updates, new versions, etc. that may alter the way cookies are managed and stored on their computer.

### **How to contact us**

Please contact us if you have any questions about our privacy policy or information that we hold about you.

#### **Mike Conners - Data Privacy Officer**

**By telephone:** 918-449-3300

**By email:** [mconners@micahtek.com](mailto:mconners@micahtek.com)

**By writing:** MicahTek, Inc., 8215 S Elm Place, Broken Arrow, OK 74011