



CTLPA

CAPE TOWN LEGAL
PROFESSIONALS ASSOCIATION

WEBSITE POLICIES

Cookie Policy

Cookies and similar technologies
Website storage and user choices

For adoption
9 October 2026

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CTLPA

1 Purpose and application

- 1.1 This policy explains the cookies used on the Cape Town Legal Professionals Association website, their purposes and the choices available through your browser, and should be read with the Privacy Policy where a cookie or related technical information identifies or can reasonably be linked to a person.
- 1.2 The Website is presently operated for the voluntary association established in 2019, and the proposal to incorporate Cape Town Legal Professionals Association NPC does not itself change the body responsible for the Website or its information; any change following incorporation and a lawful transfer will be notified through the Website.

2 Definitions

- 2.1 **“CTLPA”** or **“Association”** means Cape Town Legal Professionals Association, presently constituted as a voluntary association, and **“Website”** means <https://capetownlawyers.co.za> and its pages operated for CTLPA.
- 2.2 **“Cookie”** means a small item of information which a website asks a browser to store and return with subsequent requests, while **“First-party Cookie”** means a cookie issued for the Website’s own domain.
- 2.3 **“Personal Information”** has the meaning given in the Protection of Personal Information Act, 4 of 2013, referred to as **“POPIA”**, and may include an online identifier where it relates to an identifiable person.
- 2.4 **“Essential Cookies”** means cookies reasonably required for the operation or security of the relevant website function, which must be distinguished from optional advertising, audience measurement or promotional tracking.

3 Cookies used for the public website

- 3.1 The Website issues the first-party cookie named **“XSRF-TOKEN”** to support protection against forged form submissions and the first-party cookie named **“ctlpa_session”** to maintain the session state needed for website operation and sign-in, thereby supporting the operation and protection of the Website’s enquiry and account procedures.
- 3.2 Both cookies are currently issued for the Website with a maximum browser lifetime of one hour from issuance, a path applying throughout the site, the Secure setting and the SameSite=Lax setting, while **“ctlpa_session”** also uses the HttpOnly setting. The Secure setting limits transmission to secure

connections, SameSite=Lax restricts certain requests between websites, and HttpOnly prevents ordinary page scripts from reading the session cookie.

- 3.3 A fresh cookie may be issued during continued use, so its expiry time may be renewed and your browser may remove it sooner according to your settings, whereas the browser lifetime does not determine how long CTLPA retains an enquiry, application, account record or other information on its systems, which is governed by section 12 of the Privacy Policy and the applicable service notice.
- 3.4 This schedule describes the cookies used for ordinary public browsing and sign-in, and any additional storage required for a particular service must be explained with that service, with the relevant information and choices provided before optional processing is introduced.

4 Personal information and optional technologies

- 4.1 Cookies and the associated website requests may involve a session identifier, internet protocol address, browser information, the requested page and the time of a request, and CTLPA must limit any Personal Information to what is justified by the stated purpose and a lawful ground under POPIA.
- 4.2 Essential operation and security will be assessed under the lawful grounds applicable to those functions, and describing a cookie as essential does not authorise its use for unrelated advertising or profiling, since the processing must remain necessary and proportionate and preserve the applicable rights of access, correction and objection.
- 4.3 If CTLPA introduces optional analytics, advertising, embedded services or another tracking technology, it will identify the provider, purpose, information involved, duration and available choices before activation, and obtain consent where required by law. Unsolicited electronic direct marketing through cookies remains subject to section 69 of POPIA, and continued browsing, silence or a failure to opt out will not be treated as the required consent.
- 4.4 This policy does not itself subscribe you to a newsletter, authorise promotional email or provide consent to a new tracking purpose, and any such choice must be made through the separate process explained for that purpose.

5 Managing cookies

- 5.1 You may use your browser's privacy or security settings to inspect, block or delete cookies for the Website, or to restrict third-party cookies more generally, with the procedure depending on the browser and device you use.

- 5.2 Blocking or deleting the essential cookies may prevent a form from being submitted or interfere with sign-in and the continuity of a session, so you may need to reload a page or sign in again; general enquiries may instead be sent to info@capetownlawyers.co.za.
- 5.3 Deleting a cookie does not by itself delete an account, withdraw an application or remove records already lawfully received by CTLPA, and a request concerning those records should be made under section [13](#) of the Privacy Policy; browser controls also do not necessarily stop all technical requests or server logging associated with visiting a page.

6 Independent services and information requests

- 6.1 When you choose a link to an independent website or service, that provider may apply its own cookies and privacy arrangements on its pages, which should be considered before you submit information there. A link to an independent website is distinct from CTLPA embedding that service in a page, for which CTLPA must consider the disclosures, lawful basis and consent requirements applicable to the resulting processing.
- 6.2 Sections [9](#) to [13](#) of the Privacy Policy explain recipients, transfers outside South Africa, retention, information rights and complaints, and cookie-related enquiries, objections or correction requests may be addressed to Natalie Macdonald Spence through info@capetownlawyers.co.za in accordance with clause [3.1](#) of that policy; the objection and correction or deletion procedures in clause [13.3](#) are free of charge, subject to the identity and particulars reasonably required to deal with the request.

7 Changes to this policy

- 7.1 CTLPA will update this policy when the Website's cookies or related processing materially change, with the revised version and its date made available through the Website and any required additional notice or consent provided before the new processing begins; an amendment to this policy does not retrospectively authorise an earlier use of Personal Information.