

#### Policy for cookie files usage in:

- DHL24 Application available at <u>www.dhl24h.com.pl</u>
- DHL Service Point webpage available at www.<u>dhlservicepoint.3e.pl/</u>
- Webpage available at <u>WWW.przesylkidhl.pl</u>
- Webpage available at www.dhl.com.pl/kalkulatorodleglosci
- Webpage available at <u>www.dhl.com.pl/reklamacjefaktur</u>
- Webpage available at <u>www.dhl.com.pl/ePowiadomienie</u>
- Webpage available at <u>www.dhl.com.pl/duplikatyfaktur</u>
- Webpage available at <u>www.dhl.com.pl/sledzenieprzesylkikrajowej</u>

DHL Express (Poland) Ltd. located in Warsaw (02-823) in Osmanska 2 st. kindly informs that present document is aimed to notify the Users of the above mentioned Services of the cookie files use in these Services as required by the regulations of the Telecommunication Law dated July 16., 2004 (Dz.U. Nr 171, poz.1800 including changes), as has been valid since March 22, 2013.

Storage or access to cookie files do not produce any changes in configuration or settings of the user's terminal device or any computer software set up in it.

Cookie files are small text files that are saved in a user computer or a mobile device while using the Internet services. These files facilitate many website functions or confirm that the user has looked at particular webpage content.

#### 1. www.dhl24.com.pl.

The following cookie files are used in the service websites and web pages:

Name	Expire date	Purpose	Can it be deactivated?
SID	At the end of the session	The file keeps an ID for a current session between the server on which the website is installed and the User's device used to communicate between the server and the website.	Yes (not recommended)
_utma	After two years	The Company activates	Yes
_utmb	After 30 minutes	these files due to the use of	
_utmc	At the end of the session	Google Analytics tools	

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			EXPRESS
Name	Expire date	Purpose	Can it be deactivated?
_utmz	After 6 months	provided by Google, Inc.	
		The files enable our	
		Company to analyze how	
		our Users apply the	
		Service. These files help	
		keep such information as a	
		current visit's initial	
		moment or whether a user	
		has already visited the	
		website, or to trace the	
		website a User has come	
		from. The files allow	
		collection of anonymous	
		information and pass trend	
		data without clients'	
		identification. In order to	
		remove these files you	
		need to modify your	
.11.1		browser settings.	X
dhl_sap	After one month	The file is created for	Yes
		those Users who have	
		started an account in our	
		service. It saves the	
		information whether a	
		User is a customer with a	
		launched SAP number.	
		With this information,	
		the application	
		customizes website	
		content regardless of the	
		User login.	
CSCookieInfo	Does not expire	With this file, the	Yes
		application saves the	
		User's consent on the	
		cookie use policy so it	
		blocks presentation of	
		the policy notification in	
		each newly opened	
		service web page.	

#### 2.www.dhlservicepoint.3e.pl/

The following cookie files are used in the service websites and web pages:

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			EXPRESS
Name	Expire date	Purpose	Can it be deactivated?
_utma	After two years	The Company activates	Yes
_utmb	After 30 minutes	these files due to the use of	
_utmc	At the end of the session	Google Analytics tools	
_utmv	Does not expire	provided by Google, Inc.	
_utmz	After 6 months	The files enable our	
		Company to analyze how	
		our Users apply the	
		Service. These files help	
		keep such information as a	
		current visit's initial	
		moment or whether a user	
		has already visited the	
		website, or to trace the	
		website a User has come	
		from. The files allow	
		collection of anonymous	
		information and pass trend	
		data without clients'	
		identification. In order to	
		remove these files you	
		need to modify your	
		browser settings. The files	
		are installed from another	
		domain owed by the	
		Company, i.e. from	
~~~		.dhl.info.pl	~~
SID	At the end of the session	The file keeps an ID for a	Yes
		current session between the	
		server on which the	
		website is installed and the	
		User's device used to	
		communicate between the	
		server and the website.	
T			
Language	At the end of the session	The file saves language	Yes
		selection settings during	
		User's first entry. In case	
		of a website overload, the	
		server on which the	
		webpage is installed, reads	
		the language information	
		from the cookie file and	
		displays the website in the	
		selected language.	

# 3.<u>www.dhlpakiety.pl</u> (WWW.przesylkidhl.pl)

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Name	Expire date	Purpose	Can it be deactivated?
_utma	After two years	The Company activates	Yes
_utmb	After 30 minutes	these files due to the use of	
_utmc	At the end of the session	Google Analytics tools	
_utmz	After 6 months	provided by Google, Inc.	
		The files enable our	
		Company to analyze how	
		our Users apply the	
		Service. These files help	
		keep such information as a	
		current visit's initial	
		moment or whether a user	
		has already visited the	
		website, or to trace the	
		website a User has come	
		from. The files allow	
		collection of anonymous	
		information and pass trend	
		data without clients'	
		identification. In order to	
		remove these files you	
		need to modify your	
		browser settings.	

The following cookie files are used in the service websites and web pages:

## 4. <u>www.dhlstudent.pl</u> (WWW.przesylkidhl.pl)

The following cookie files are used in the service websites and web pages:

Name	Expire date	Purpose	Can it be deactivated?
_utma	After two years	The Company activates	Yes
_utmb	After 30 minutes	these files due to use of	
_utmc	At the end of the session	Google Analytics tools	
_utmv	Does not expire	provided by Google, Inc.	
utmz	After 6 months	The files enable our	
-		Company to analyze how	
		the Users apply our	
		Service. These files help	
		keep such information as	
		current visit initial moment	
		or whether a user has	
		already visited the website,	
		or to trace the website user	
		has come from. The files	
		allow collection of	
		anonymous information	
		and pass trend data without	
		clients' identification. In	
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ul. Osmańska 2 02-823 Warszawa Tel. +48 22 565 00 00 Fax +48 42 6 626 700 www.dhl.com.pl

NIP 527-00-22-391 REGON 012005407 kapital zakl. 21.892 500,00 PLN



Name	Expire date	Purpose	Can it be deactivated?
		order to remove these files	
		you need to modify your	
		browser settings. The files	
		are installed from another	
		domain owed by the	
		Company, i.e. from	
		.dhl.info.pl	

#### 5. http://www.dhl.com.pl/sledzenieprzesylkikrajowej

Name	Expire date	Purpose	Can it be deactivated?
lang	After 10 years	The file defines a language	Yes, but in case the cookie
		for website interface. You	is disabled, you will have
		can modify user's language	to use Polish interface.
		at any time. During your	
		next visit the website will	
		open with the saved	
		language settings.	
cookiePolicy	After 10 years	The file defines whether a	Yes, but in case the cookie
		User accepts the fact that	is deactivated, while
		this website is using	entering the site, a User is
		cookies.	asked each time to accept
			the cookie use on the page.
_utma	After two years	The Company activates	Yes
_utmb	After 30 minutes	these files due to the use of	
_utmc	At the end of the session	Google Analytics tools	
_utmz	After 6 months	provided by Google, Inc.	
		The files enable our	
		Company to analyze how	
		our Users apply the	
		Service. These files help	
		keep such information as a	
		current visit's initial	
		moment or whether a user	
		has already visited the	
		website, or to trace the	
		website a User has come	
		from. The files allow	
		collection of anonymous	
		information and pass trend data without clients'	
		identification. In order to	
		remove these files you	
		need to modify your	
		browser settings.	
		browser settiligs.	

## 1. <u>http://www.dhl.com.pl/duplikatyfaktur</u>

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			EXPRESS
Name	Expire date	Purpose	Can it be deactivated?
lang	After 10 years	The file defines a language	Yes, but in case the cookie
		for website interface. You	is disabled, you will have
		can modify user's language	to use Polish interface.
		at any time. During your	
		next visit the website will	
		open with the saved	
		language settings.	
cookiePolicy	After 10 years	The file defines whether a	Yes, but in case the cookie
		User accepts the fact that	is deactivated, while
		this website is using	entering the site, a User is
		cookies.	asked each time to accept
			the cookie use on the page.
_utma	After two years	The Company activates	Yes
_utmb	After 30 minutes	these files due to the use of	
_utmc	At the end of the session	Google Analytics tools	
_utmz	After 6 months	provided by Google, Inc.	
		The files enable our	
		Company to analyze how	
		our Users apply the	
		Service. These files help	
		keep such information as a	
		current visit's initial	
		moment or whether a user	
		has already visited the	
		website, or to trace the website a User has come	
		from. The files allow	
		collection of anonymous	
		information and pass trend data without clients'	
		identification. In order to	
		remove these files you	
		need to modify your	
		browser settings.	

# 2. http://www.dhl.com.pl/ePowiadomienie

Name	Expire date	Purpose	Can it be deactivated?
lang	After 10 years	The file defines a language	Yes, but in case the cookie
		for website interface. You	is disabled, you will have
		can modify user's language	to use Polish interface.
		at any time. During your	
		next visit the website will	
		open with the saved	
		language settings.	
cookiePolicy	After 10 years	The file defines whether a	Yes, but in case the cookie
		User accepts the fact that	is deactivated, while
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			EXPRESS
Name	Expire date	Purpose	Can it be deactivated?
		this website is using	entering the site, a User is
		cookies.	asked each time to accept
			the cookie use on the page.
_utma	After two years	The Company activates	Yes
_utmb	After 30 minutes	these files due to the use of	
_utmc	At the end of the session	Google Analytics tools	
_utmz	After 6 months	provided by Google, Inc.	
_		The files enable our	
		Company to analyze how	
		our Users apply the	
		Service. These files help	
		keep such information as a	
		current visit's initial	
		moment or whether a user	
		has already visited the	
		website, or to trace the	
		website a User has come	
		from. The files allow	
		collection of anonymous	
		information and pass trend	
		data without clients'	
		identification. In order to	
		remove these files you	
		need to modify your	
		browser settings.	

#### 3. http://www.dhl.com.pl/reklamacjefaktur

Name	Expire date	Purpose	Can it be deactivated?
lang	After 10 years	The file defines a language	Yes, but in case the cookie
		for website interface. You	is disabled, you will have
		can modify user's language	to use Polish interface.
		at any time. During your	
		next visit the website will	
		open with the saved	
		language settings.	
cookiePolicy	After 10 years	The file defines whether a	Yes, but in case the cookie
		User accepts the fact that	is deactivated, while
		this website is using	entering the site, a User is
		cookies.	asked each time to accept
			the cookie use on the page.
_utma	After two years	The Company activates	Yes
_utmb	After 30 minutes	these files due to the use of	
_utmc	At the end of the session	Google Analytics tools	
_utmz	After 6 months	provided by Google, Inc.	
		The files enable our	
		Company to analyze how	
		our Users apply the	
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			EXPRESS
Name	Expire date	Purpose	Can it be deactivated?
		Service. These files help	
		keep such information as a	
		current visit's initial	
		moment or whether a user	
		has already visited the	
		website, or to trace the	
		website a User has come	
		from. The files allow	
		collection of anonymous	
		information and pass trend	
		data without clients'	
		identification. In order to	
		remove these files you	
		need to modify your	
		browser settings.	

#### 4. http://www.dhl.com.pl/kalkulatorodleglosci

Name	Expire date	Purpose	Can it be deactivated?
lang	After 10 years	The file defines a language	Yes, but in case the cookie
		for website interface. You	is disabled, you will have
		can modify user's language	to use Polish interface.
		at any time. During your	
		next visit the website will	
		open with the saved	
		language settings.	
cookiePolicy	After 10 years	The file defines whether a	Yes, but in case the cookie
		User accepts the fact that	is deactivated, while
		this website is using	entering the site, a User is
		cookies.	asked each time to accept
			the cookie use on the page.
_utma	After two years	The Company activates	Yes
_utmb	After 30 minutes	these files due to the use of	
_utmc	At the end of the session	Google Analytics tools	
_utmz	After 6 months	provided by Google, Inc.	
		The files enable our	
		Company to analyze how	
		our Users apply the	
		Service. These files help	
		keep such information as a	
		current visit's initial	
		moment or whether a user	
		has already visited the	
		website, or to trace the	
		website a User has come	
		from. The files allow	
		collection of anonymous	
		information and pass trend	
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	EXPRESS		
Name	Expire date	Purpose	Can it be deactivated?
		data without clients'	
		identification. In order to	
		remove these files you	
		need to modify your	
		browser settings.	

The User of the above mentioned services can specify the conditions of the cookie files storage and access by the Internet browser settings. Below please find guidelines on how to proceed with several most common Internet browsers:

# **Google Chrome:**

- □ Click the icon on the tool bar
- □ Select "Settings"
- □ On the bottom of the page click "Show advanced settings …"
- □ In "Privacy" section, click "Content settings..."
- To start use cookie files, in the "Cookies" section choose "Allow local data to be set (recommended)". In order to accept only your own cookies, select "Block third-party cookies and site data".
- □ To disable cookie files, in "Cookies" section choose "Block sites from setting any data" (we do not recommend it).
- □ There are numerous settings for the cookies allowance and blocking in the Google Chrome browser. Please find more information on the Google Chrome settings in the official <u>Google</u> website.

# Microsoft Internet Explorer 6.0, 7.0, 8.0, 9.0:

- □ Click "Tools" in the upper side of your browser and select "Internet options"
- □ In "Internet options" window go to "Privacy" bookmark
- □ To activate cookies: Put the zipper on the medium level or lower
- □ To deactivate cookies: Put the zipper in the most upward position to block all cookies
- □ When changing the position of the zipper, you will see the information about cookie blocking and usage level
- There are numerous settings to enable and disable cookies in the Internet Explorer browser.
  Please find more information about the Internet browser settings by Microsoft for Windows 7 and Windows Vista.

# **Mozilla Firefox:**

- □ Click the browser menu "Tools" and select "Options"
- □ Choose "Privacy" panel

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- □ In "History" section and "Firefox will" line check from the menu list "Use customs settings for history"
- □ To activate cookies you need to select the options "Accept cookies from sites" together with "Accept third-party cookies".
- □ To block cookies uncheck "Accept cookies from sites".
- □ More information on these settings at Mozilla Foundation.

# **Opera:**

- □ Click on the browser menu and select "Settings" and then "Preferences"
- □ In "Preferences" window choose "Advanced" bookmark
- □ On the left side of the menu select "Cookies"
- □ To enable cookies choose "Accept cookies" option
- □ To block cookies choose "Never accept cookies" option
- □ More information on the settings on official Opera Software website.

# Safari:

- □ Click on settings icon <sup>\*\*\*</sup>, and select "Preferences"
- □ Choose "Privacy" panel
- □ To activate cookies in "Block cookie files" section check "Never" option
- □ To accept cookies only from the visited sites, select "From other subjects or advertisers"
- □ To deactivate cookies in "Block cookies" section choose "Always"
- □ More information on settings at the official Apple website.

# **Other browsers**

Open "Help" in your browser or contact your browser's producer.

# How do I manage cookies in my mobile phone?

See the manual of my phone model.