



PRIVACY POLICY

- A. Integr8 ("We") are committed to protecting and respecting your privacy.
- B. This policy (together with the Integr8 website Terms and Conditions and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.
- C. For the purpose of the "to-be" Protection of Personal Information Act, the data controller is Integr8 (Pty) Limited.
- D. You agree that the choice to provide Integr8 with certain [personal information](#) is always yours, however we value your privacy and intend to give you as much control as possible over your personal information;
- E. The purpose of this statement is to set out how we use personal information that we may obtain about you. By using the Integr8 website you agree to the following:-

1.1 JUSTIFICATION

- 1.1.1 You agree that by submitting your personal information you consent to Integr8's processing of same for purposes as set out under this policy;
- 1.1.2 You agree that personal information that you may submit on behalf of a third party is done subsequent to you obtaining the necessary consent from such third party;
- 1.1.3 Processing of your personal information is necessary to carry out actions for the conclusion or performance of the agreement(s) between yourself and Integr8 or processing of a request received from you.

1.2 THE INFORMATION WE COLLECT

We may collect and process the following data about you:

- 1.2.1 Information that you provide by filling in forms on the Integr8 website. This includes information provided at the time of registering to use our site, subscribing to our service, posting material or requesting further services or submitting information on our "Work for Us" page. We may also ask you for information when you enter a competition, and when you report a problem with our site.
- 1.2.2 If you contact us, we may keep a record of that correspondence.
- 1.2.3 Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.
- 1.2.4 IP Address: Information about your computer, including where available, your Internet Protocol address ("IP Address") (see below more details), operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.
- 1.2.5 Cookies:
 - 1.2.5.1 For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on your browser or the hard drive of your computer.
 - 1.2.5.2 Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. Some of the cookies we use are essential for the site to operate.
 - 1.2.5.3 If you continue to use our site, you agree to our use of cookies (see more details below on cookie).

1.3 USE OF YOUR PERSONAL INFORMATION / PURPOSE OF COLLECTION

We use information held about you in the following ways:

- 1.3.1 To ensure that content from our site is presented in the most effective manner for you and for your computer.
- 1.3.2 To identify you when accessing and utilising the Integr8 website or subsequent contact with the relevant Integr8 department;
- 1.3.3 To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- 1.3.4 To carry out our obligations arising from any contracts entered into between you and us.
- 1.3.5 To allow you to participate in interactive features of our service, when you choose to do so.
- 1.3.6 To notify you about changes to our service.
- 1.3.7 We may also use your data, or permit selected third parties to use your data, to provide you with information about goods and services which may be of interest to you and we or they may contact you about these by [post or telephone].
 - 1.3.7.1 If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale to you.
 - 1.3.7.2 If you are a new customer, and where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this.

- 1.3.7.3 If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes, please tick the relevant box situated on the form on which we collect your data (the [order form OR registration form]).
- 1.3.8 for assessment and analysis of non-personal statistical information to enable us to review, develop and improve the services which we offer that will enable Integr8 to communicate with you and other customers such relevant information;
- 1.3.9 To Integr8 to communicate with you in terms of any possible request for you or your work application;
- 1.3.10 If the you do not wish to receive information of Integr8 work, products or services as per clause 1.3.6, then you can:-
- 1.3.10.1 click on the 'unsubscribe' hyperlink when the you receive a Integr8' email; or
- 1.3.10.2 Email to unsubscribe@integr8it.com stating the word "Unsubscribe" in the subject line. Kindly use the email address that you want to remove from the mailing list.; or
- 1.3.10.3 Send Integr8 a fax to the number : 011 555 9301 with the words "Unsubscribe from mailing list"
[Please note that it may take up to 10 days to action the request]
- 1.3.11 Integr8 retains all rights to non-personal information collected and compiled by Integr8.
- 1.3.12 Personal Information will be retained by Integr8 for a period of 14 months from date of receipt of the personal information to enable Integr8 to provide agreed support services. Integr8 may retain certain records in access of the aforesaid period for historical, statistical or research purposes only.
- 1.3.13 Further processing of your personal information will be compatible with the purpose as set out above..

1.4 DISCLOSURE OF YOU INFORMATION

- 1.4.1 We may disclose your personal information to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries.
- 1.4.2 We may disclose your personal information to third parties:
 - 1.4.2.1 In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
 - 1.4.2.2 If any of the Integr8 entities or substantially all of their respective assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
 - 1.4.2.3 to anyone to whom we transfer or may transfer our rights and duties under our agreement with you;
 - 1.4.2.4 parties who may use it for assessment and analysis of non-personal statistical information to enable Integr8 to review, develop and improve the services / products which Integr8 offers;
 - 1.4.2.5 If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply with the Integr8 website Terms and Conditions and other agreements; or to protect the rights, property, or safety of Integr8, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.
- 1.4.3 No log-in names or passwords will be disclosed to any third party, except those third parties responsible for the execution of the Integr8 website log-in facility (where applicable);
- 1.4.4 Occasionally third parties may provide storage services or process the personal information on behalf of Integr8. In those circumstances those third parties shall be required to enter into a Non-Disclosure Agreement on no less stringent terms than found in this privacy statement and to process and protect your data solely in accordance with our instructions;
- 1.4.5 You have a right to see your [personal information](#) that we keep about you subsequent to receipt of a written request and payment of a fee (See Promotion of Access to Information Act 2 of 2000) to Integr8. If you are concerned that any of the information we hold on you is incorrect please contact Integr8 immediately.

1.5 WHERE WE STORE YOUR PERSONAL INFORMATION

- 1.5.1 The data that we collect from you may be transferred to, and stored on our secure servers or the servers of carefully selected third parties. Occasionally data may also be stored at a destination outside South Africa. It may also be processed by staff operating outside South Africa who works for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.
- 1.5.2 [All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.
- 1.5.3 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

1.6 COOKIES

- 1.6.1 Cookies may be used by us to understand your use of our website better. Cookies allow us to understand who has seen which pages and advertisements, to determine how frequently particular pages are visited and to determine the most popular areas of our website. Depending on the type of cookie we use, cookies also allow us to make our website more you friendly;
- 1.6.2 You can usually adjust your browser so that your computer does not accept cookies. If you do this, you will still be able to browse around the site but the functions that allow you to access an existing account or page that requires a username or password, will not be available;
- 1.6.3 Alternatively you can adjust your browser to tell you when a website tries to put a cookie on your computer. How you adjust your browser to stop it accepting cookies or to notify you of them, will depend on the type of internet browser programme your computer uses;
- 1.6.4 Cookies are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Cookie	Name	Purpose	More information
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[COOKIE TITLE]	[COOKIE NAME]	[DESCRIPTION OF THE PURPOSE FOR WHICH THE COOKIE IS USED]	[WHERE APPROPRIATE, INSERT LINK TO EXTERNAL INFORMATION]
		<p>Examples of purposes for which a cookie may be used: "This cookie [is essential for our site to][enables us to]:</p> <ul style="list-style-type: none"> • [Estimate our audience size and usage pattern.] • [Store information about your preferences, and so allow us to customise our site and to provide you with offers that are targeted at your individual interests.] • [Speed up your searches.] • [Recognise you when you return to our site.] • [Allow you to use our site in a way that makes your browsing experience more convenient, for example, by allowing you to store items in an electronic shopping basket between visits. If you register with us or complete our online forms, we will use cookies to remember your details during your current visit, and any future visits provided the cookie was not deleted in the interim.] • [OTHER PURPOSES] 	

[Please note that our advertisers may also use cookies, over which we have no control.]

- 1.6.5 Please remember, cookies do not contain personal information such as your home address, telephone number or credit card details. We do not exchange cookies with any third party websites or external data suppliers;
- 1.6.6 Your browser also generates other information, including which language the site is displayed in, and your Internet Protocol address ("IP address"). An IP address is a set of numbers which is assigned to your computer during a browsing session whenever you log on to the Internet via your internet service provider or your network (if you access the Internet from, for example, a computer at work). Your IP address is automatically logged by our servers and used to collect traffic data about visitors to our websites. We do not use the your IP address to identify you personally;
- 1.6.7 We only keep cookies for the duration of your visit to our website, except where you save your login name as referred to above (if applicable).

1.7 SECURITY

- 1.7.1 We endeavour to take appropriate and reasonable technical and organisational measures to protect your personal information. However, we cannot guarantee the security of any data you disclose on-line. You accept the inherent security risks of providing information and dealing on-line over the Internet and will not hold Integr8, its directors, employees or agents responsible for any breach of security unless this is due to our gross negligence or wilful misconduct;
- 1.7.2 Please take note that Integr8 may send you emails from time to time but we would **NEVER** send an email asking for personal information including but not limited to your bank details, or direct you to a web page that asks for this information (phishing communications).
- 1.7.3 Where there are reasonable ground to believe that your personal information has been accessed or acquired by an unauthorised person we will notify you as soon as reasonably possible after discovery, subject to possible directives not to notify you as instructed by local law enforcement agencies. Notification of possible unauthorised access or acquisition of your personal information will be send to you via email or cell phone.

1.8 HOW YOU CAN ACCESS OR CORRECT YOUR INFORMATION

- 1.8.1 You may request us to correct factual errors in your personally identifiable information or delete the personal information in Integr8's possession or under our control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully by sending us a request by email, reflecting the aforesaid to info@integr8it.com;
- 1.8.2 On receipt of your email we will correct or destroy / delete the information. If the aforesaid results in a change to the information and the changed information has an impact on the agreement between you and Integr8 or application submitted to Integr8, then Integr8 reserves its rights to terminate the agreement or withdraw the application for work you have submitted and accordingly inform each person or body or responsible party to whom the personal information has been disclosed of those steps;
- 1.8.3 To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

1.9 GENERAL

- 1.9.1 Please be aware that the Integr8 website may link to other websites which may be accessed through the Integr8 website. We are not responsible for the data protection - or privacy policies or procedures or the content of these linked websites;
- 1.9.2 **Contact Us**
 If you have any comments or queries in connection with our privacy statement, please us at info@integr8it.com or write to Integr8 (see postal address above).