

Document Name: Privacy Policy

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#### • Introduction

Thank you for taking the time to review our Privacy Policy. At times, Network & Computing Consultants will collect certain personal information about customers and visitors to websites hosted by us. Such information will include both identifiable personal data, as well as non-identifiable personal information. Identifiable personal information is collected when customers sign a contract for service with us, or use our website for a transaction or subscription service. Non-identifiable information is gathered automatically when customers visit our website or those websites hosted by us, and is stored for use in our system.

The purpose of this privacy policy is to explain to customers what kind of information we will collect and how that information is used. In most cases, we collect this information to ensure network integrity and to ensure that we continue to provide our customers with the most relevant content and best possible service that suits their needs. In some cases, we are required by law to collect personal information about customers. Except where the law requires otherwise, we undertake to protect the confidentiality of such data.

#### • Confidentiality

Network & Computing Consultants respects customer privacy and the privacy of those accessing our website, or those websites hosted by us. We undertake to protect the confidentiality of our customers and users including all personal information supplied in the course of contracting with us for services. We undertake not to sell customers' personal information to third parties for commercial or marketing purposes.

#### • Collection of Personal Data

Network & Computing Consultants collects personal data about users when they visit a website hosted by us, apply for a service subscription, respond to a customer questionnaire, and through the use of cookie technology. We may also combine information about users that we have collected with information we obtain from our business partners or affiliates.

#### • Use of Personal Data

Network & Computing Consultants may on occasion use your personal information to contact you about promotional offers, advise you of matters relevant to service provision and in some cases, solicit your feedback. However, Network & Computing Consultants will provide you with an option within every communication to opt out of receiving any communications of this nature, or you may contact our customer services representatives to ensure that you do not receive such promotional information at +27(0)51 447 8589.

Network & Computing Consultants collects and shares aggregated user data with business partners, sponsors or other third parties for the purposes of developing content and ensuring relevant advertising and content, such user data will never be used to identify individual users. These business partners and affiliated companies do not have any independent right to share this information.

Network & Computing Consultants may log the websites you visit, collect IP addresses and information about your operating system and the type of browser you use for the purposes of network/system administration to report aggregate information to our advertisers, and to audit the use of our site. This data however will not be used to identify individual users who will at all times remain anonymous.

Any information Network & Computing Consultants collects from you through correspondence with us, whether via e-mail, telephonically, or by written letter, will only be used to address the matters within that correspondence. If this requires referring such correspondence within Network & Computing Consultants or to a third-party to ensure customer service, your personal information will only be disclosed to the point necessary to address your query or concerns, and will otherwise be kept confidential.

• **Public Space (Bulletin Boards, Chat Rooms and Third-Party Sites)**

Any information that customers disclose in a public space, including on any bulletin board, chat room or any site Network & Computing Consultants may host for you, is available to anyone else who visits that space. Network & Computing Consultants cannot safeguard any information you disclose there.

• **Site Linking**

Network & Computing Consultants' websites contain many links to sites that belong to third parties unrelated to us. Network & Computing Consultants cannot be held responsible for any use of your personal information arising from you disclosing such personal information on third-party sites. Network & Computing Consultants cannot protect any information you may disclose on these sites and recommends that you review the privacy policy statements of those sites you visit.

• **Minors**

Network & Computing Consultants will not enter into a service subscription contract with a minor unless such minor has explicit written consent from a parent or guardian to do so. Network & Computing Consultants undertakes not to contact minors about promotional offers or for marketing purposes without parental consent.

• **Reservation of Rights**

Network & Computing Consultants reserves the right to disclose information about customers where required in good faith, to do so by law or to exercise our legal rights or defend ourselves against legal claims.

Network & Computing Consultants further reserves the right to share information with law enforcement to investigate or prevent illegal activities being committed over our network.

Network & Computing Consultants reserves our rights to disclose your personal information where you have given us explicit legal written consent to do so.

Network & Computing Consultants reserves the right to monitor user and network traffic for site security purposes and prevent any unauthorized attempts to tamper with our site or cause damage to our property.

Network & Computing Consultants reserves the right to make changes to this privacy policy or update it. Where a major change is made, customers will be informed by e-mail notification or through a notice on our website.

Customers and site visitors bear the responsibility to ensure that they have read the changes or updates as the case may be.