

NOMIA PRIVACY POLICY

We respect your privacy and will protect your Personal Information. This Policy tells you how we, Nomia Africa (Pty) Limited (**Nomia**), will process and protect your Personal Information. In order for us to help you, you will have to share information with us. It is important that you trust us to protect it and keep it confidential.

1 What Personal Information do we collect from you

- 1.1 While you use this website and/or any metasites connected hereto (collectively **website**) we may collect your Personal Information or you may provide it to us (e.g. by signing up for our Free 14Day Trial or subscribing for any of our services). This information may include your name, company information and/or contact details
- 1.2 We may need to collect some financial information from you (e.g. credit card details) required to process your monthly and/or annual payments for our services or products and
- 1.3 We are required by law to verify the identity of our clients so we may ask you to provide us with various other personal information.

2 How we may use your Personal Information

2.1 We may use your Personal Information to:

- 2.1.(i) respond to your enquires
- 2.1.(ii) send you a quote for any of our products or services
- 2.1.(iii) verify your identity
- 2.1.(iv) provide you access to any of our services or products
- 2.1.(v) communicate with you regarding the services or products you have subscribed for and/or
- 2.1.(vi) send you marketing material (including electronic communications) relating to any of our other services or products that you might be interested in. Note: You can unsubscribe from our marketing communications at any time by sending us an email asking to unsubscribe, or by clicking on the unsubscribe link in any electronic marketing communications.

3 Disclosure of Personal Information

- 3.1 We will not disclose your Personal Information to any third party except as provided for in this Policy. Disclosure of your Personal Information to third parties shall only occur in the following instances:
- 3.2 We may disclose or transfer your Personal Information to our agents and/or appointed service providers for purposes of marketing our own products or services
- 3.3 We may disclose or transfer your Personal Information to suppliers, contractors, partners or agents in order to provide you with access to our services or products
- 3.4 We may need to disclose your Personal Information to some of our employees who require such information to perform their employment duties and/or
- 3.5 We may need to disclose your Personal Information to applicable industry regulators and/or other statutory bodies in terms of prevailing legislation.

4 Protection of your Personal Information

- 4.1 We understand the value of your Personal Information and will therefore take all reasonable steps to protect your Personal Information from loss, misuse or unauthorised alteration, access or disclosure, by the following means:
- 4.2 Your Personal Information is stored in databases that are protected by safeguards and firewalls to ensure the privacy and confidentiality of your information
- 4.3 We use SSL Web Server Certificates to offer secure communications. At each point where information is captured the secure padlock symbol will appear in your browser showing that all communication is encrypted and
- 4.4 We constantly monitor the latest internet developments to ensure our systems evolve as required. We also test our systems regularly to ensure that our security mechanisms are up to date.
- 4.5 *Notwithstanding the above, we do not make any warranties or representations that your Personal Information or any of our services, products or website are 100% safe and secure nor do we guarantee that our services, products or website is invulnerable to unauthorised access by third parties.
- 4.6 Please note that the security of Personal Information that is transmitted through the internet or *via* a mobile device can never be guaranteed. While we have taken all reasonable security steps, we will not be held responsible for any interception or loss of

Personal Information or interruption of any communications through the internet.

5 Third Party Links

- 5.1 Our website may contain links to third party or affiliate websites, or you may be directed to us through a thirdparty website. If you follow a link to any of these websites, please note that these websites have their own terms and privacy policies and that we do not accept any responsibility or liability for them.
- 5.2 We are not responsible for any representations, information, warranties or content on any website of any third party or our affiliates. We do not exercise control over third parties or our affiliates privacy policies and you should refer to the policy of any such third party or affiliate to see how they protect your privacy.

6 Cookies

- 6.1 We use cookies on this website (cookies are files that store information on your hard drive or browser). This allows us to recognise that you have visited our website before and will make it easier for you to maintain your preferences on the website and by seeing how you use the website, we can tailor it around your preferences and measure usability of the website.

- 6.2 You can, should you choose, disable the cookies from your browser and delete all cookies currently stored on your computer. You can delete cookies at any time, or you can set your browser to reject or disable cookies. If you do disable cookies some functions on the website may not work correctly.

- 6.3 *Example of the type of cookie information that is collected includes:*

- 6.4 In addition to any Personal Information you may submit to us *via *the website, when visiting our website, we may collect usage information which may include your geographical location and information about the timing, frequency and pattern of your service use. This information may be processed by us for purposes of analysing the use of our website and improving its usability.

7 Changes to this Policy

- 7.1 We reserve the right to update this Policy from time to time for any of the following reasons:
- 7.2 We will notify you of any changes by placing a notice in a prominent place on the website. If you do not agree with the changes, then you must stop using the website and any of our products or services. If you continue to use the website or any of our products or service