



# Entelect Privacy Policy

## 1. Confidentiality

Entelect Software (Pty) Ltd and its business divisions, MyActive, MyPayment and Encenivize, respect the rights of our users and visitors to our website(s) and want you to be familiar with how we collect, use and disclose your personal information. This Privacy Policy will describe how the personal information collected through our websites are used. By providing us with your Personal Information, you agree to the terms and conditions of this Privacy Policy.

## 2. Personal Information

Personal information we may collect includes, but is not limited to the following:

- a) Name
- b) Username
- c) Physical Address
- d) Postal Address
- e) Telephone Number (home, work and mobile phone numbers)
- f) Email Address
- g) Payment Information

Personal Information may be collected by means of you signing in or registering on our website(s), subscribing to a weekly or monthly newsletter, when you respond to a customer questionnaire or survey. Our servers may also collect information relating to your digital signature such as you IP address and as to the origin of your connection. The information that has been captured and collected by our servers may be used by us to contact you in the above mentioned medium.

## 3. Collection of Personal Data

Entelect Software collects personal data about our users and visitors to our website. We may also combine information about our users obtained by our partners and affiliates. We may also collect information through Cookie technology. A Cookie is a data file that sits on your computer disk drive. When visiting a website a Cookie is placed on your computer by a remote server which contains information such as your IP address, time and date the website was visited and might contain other personal information as stated in paragraph 2 of this Privacy Policy. Cookies can be switched off on your computer but this might restrict you as to which websites you can visit as most websites require this feature.

## **4. Use of Personal Data**

Entelect Software may from time to time use your personal information to contact you regarding promotional offers or ask you to participate in questionnaires and or provide feedback regarding our services provided to you. There will however be an opt-out link on every communication you receive from us in order to stop all future communication.

Any personal information that a client or user of Entelect software discloses on a public space such as on a blog, chat room or bulletin board cannot be safeguarded by Entelect Software as such personal information was published in your own personal capacity.

## **5. Third Party Site Linking**

In the event of accessing a third party site through our website, your personal information may be collected by the third party site and not by us, and you will be subject to the third party's Privacy Policy. We have no control over, and shall not be responsible for the third party's use of your data.

## **6. Minors**

Entelect Software will not contact minor children with promotional offers or for marketing purposes unless explicit written consent is received by a parent or guardian to do so. It is however, not the duty of Entelect Software to regulate the use of our website by minors and such responsibility falls to the parents or guardians of the minor children.

## **7. Reservation of Rights**

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

Entelect Software further reserves the right to share information with law enforcement agencies to investigate or to prevent illegal activities being committed over our network.

Entelect Software reserves our right to disclose your personal information where you have given us explicit written legal consent to do so.

Entelect Software reserves the right to monitor user and network traffic for site security purposes and prevent any unauthorised attempts to tamper with our site or cause damage to our property.

## **8. Abuse or Defamation**

Entelect Software will under no circumstances tolerate any form of abuse towards our staff, clients or visitors to our website be it on private or public blog space. Registered users will have their account suspended and depending on the severity of the abuse, may have legal action taken against the offending user.

## **9. Update to Privacy Policy**

Entelect Software reserves the right to make changes to this Privacy Policy or update it. When a major change is made, customers will be informed by e-mail notification or through a notice on our website. Customers or visitors to our website bear the responsibility to make sure that they have read the changes or updates to the Privacy Policy as the case may be.

## **10. Contacting Us**

If you have any questions about this Privacy Policy, please contact us as follows:

Email: [legal@entelect.co.za](mailto:legal@entelect.co.za)

Tel: 011 994 3300

We will endeavour to answer as accurately and as timeously as possible