



**PRIVACY  
POLICY**

This statement outlines our policy on how we manage the personal information we hold about our potential clients, clients and others. This privacy applies to all website users, whether you are our former, existing or potential client or just a visitor of our website. We are data controllers for purposes of the data protection legislation.

Your privacy is of the utmost importance to everyone involved. To protect your privacy, we follow different principles in accordance with worldwide practices for client privacy and data protection.

- We won't sell or give away your name, mail address, phone number, email address or any other information to anyone, except as described in this policy.
- We will use various security measures to protect your information from unauthorised users.

### **Personal Information**

Considering our nature of business and to perform our services offered to you efficiently, we will collect personal information.

### **Notice**

We will ask you when required for information that personally identifies you (personal information) or allows us to contact you.

The personal information that will be collected from you includes:

- identifying information, such as your name;
- contact information, such as your email address and telephone numbers;
- online identifiers that may also constitute personal data, such as your MAC address, computer and mobile device unique device ID and IP information based on your internet connection settings;
- any documents you provide to us;
- records of our communications with you, including any messages you send us.

According to our regulatory regime we generally need to keep your personal information on record for a period of at least five (5) years. Subject to that, when we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records.

We may use your personal information for one or more of the following purposes:

- to inform you of products and/or services that may be of interest to you;
- to keep you updated on the issues that are relevant to your business relationship with us;
- to improve our website;
- to analyse statistical data to enable us to provide you with better products and/or services.

We occasionally hire other companies to provide limited services on our behalf, including mailing, etc. We will only provide those companies the information they need to deliver the service, and they are prohibited from using that information for any other purpose.

We will disclose your personal information, without notice when required to do so by law or in good faith that such action is necessary to: (a) protect our rights and/or comply with any court order or judicial proceedings; (b) avoid any potential fraud; (c) conform to the edicts of the law or comply with a legal process served on us or the site; (d) protect and defend the rights or property of us and our family of websites, and, (e) act in urgent circumstances to protect the personal safety of our users, our websites, or the public.

### **Cookies**

We use cookies to gather information about your access to our website and other services we provide to you. Cookies are small files of letters and numbers, which use a unique identification tag and if you agree, are stored on your device as a result of you using this website or other services we provide to you. These cookies allow us to distinguish you from other users of our website, which helps us to provide you with a good experience when you browse our website and also allows us to improve our website.

Most internet browsers are set up to accept cookies. If you do not wish to receive cookies, you may be able to change the settings of your browser to refuse all cookies or to have your computer notify you each time a cookie is sent to it, and thereby give yourself the choice whether to accept it or not. However, this may impair the quality of the services that we provide to you in relation to your account.

### **Consent**

By visiting and/or accessing this website, you consent to us to collect, maintain and use your personal information as per this policy.

### **Security**

We have taken strong measures to protect the security of your personal information and to ensure that your choices for its intended use are honored. We take strong precautions to protect your data from loss, misuse, unauthorised access or disclosure, alteration, or destruction.

We strictly protect the security of your personal information and honor your choices for its intended use.

### **Access**

Under the Data Protection Act, you have the right to obtain a copy of any personal information which we hold about you and to advise us of any perceived inaccuracy. The Act sets out some exceptions to this. To make a request, please write to us, verifying your identity and specifying what information you require. We may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. We will acknowledge your request and respond to it within one calendar month of receipt of your application and any applicable fee.

### **Enforcement**

We reserve the right to change this policy anytime. Changes will be posted on this policy, therefore you are encouraged to visit and review this policy from time to time. In case you have any queries, wish to access or update your personal details, or do not wish to receive marketing material from us, please email us at [info@noteris.com](mailto:info@noteris.com).

### **Links to third party websites**

This website may have links to external third party websites that may benefit you. Please note, however, that third party websites are not covered by our privacy policy and these sites are not subject to our privacy standards and procedures. We encourage you to read and understand the privacy policies on these other sites.

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