



AVERILE RYDER GLOBAL REWARD SPECIALISTS (PTY) LIMITED

THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA)

WEBSITE PRIVACY POLICY

Introduction

Averile Ryder Global Reward Specialists respects your privacy. This privacy policy statement sets out ARGRS's information gathering and dissemination practices in respect of our website.

This Privacy Policy governs the processing of personal information provided to ARGRS when you visit and use our website.

Definitions and Interpretation

- For purposes of this policy, the terms and abbreviations used within this policy can be defined and/or interpreted as per each of the below.
- Averile Ryder Global Reward Specialists hereinafter referred to as "ARGRS".
- "Collected" refers to but is not limited to collecting, receiving, recording, organising, collating, storing, updating, retrieving, altering, using, disseminating, distributing, merging, linking, blocking, degrading, erasing, or destroying of any personal information.
- "Personal Information" means information relating to an identifiable, living, natural person and where it is applicable, identifiable, existing juristic person, including all information as defined in the Protection of Personal Information Act 4 of 2013.
- "Processing" means the creation, generation, communication, storage, destruction of personal information as more fully defined in the Protection of Personal Information Act 4 of 2013.
- "You" or the "user" means any person who accesses and browses this website for any purpose.
- "Website" means the website of ARGRS at URL www.rewardspecialists.co.za or such other URL as ARGRS may choose from time to time.

By using this Website you are agreeing to the use of your information as described in this Privacy Statement.

This Privacy Statement may be supplemented or amended from time to time by privacy statements that are specific to certain areas of this Website (e.g. marketing).

If you have any questions regarding this Privacy Statement, please contact our Information Officer by using the link or sending an email to averile@rewardspecialist.co.za

Information collection

As a visitor, you do not have to submit any personal information in order to visit and use the ARGRS Website. This Website only collects personal information that is specifically and voluntarily provided by visitors. Such information may consist of, but is not limited to, your name, current job title, company address, email address, landline and mobile telephone numbers and assistance and information you require from ARGRS.

We may also store and maintain any content that you provide, including but not limited to postings on any blogs, forums, wikis and other social media applications and services that we may provide.

We do not seek sensitive information (e.g., data relating to race or ethnic origin, religious beliefs, criminal record, physical or mental health, or sexual orientation) from visitors. We will, where necessary, obtain your explicit consent to collect and use such information.

Log information, cookies, and web beacons

This site collects standard internet log information including your IP address, browser type and language, access times, and referring website addresses. To ensure that this Website is well-managed and to facilitate improved navigation, we or our service providers may also use cookies (small text files stored in a user's browser), or Web beacons (electronic images that allow this Website to count visitors who have accessed a particular page and to access certain cookies) to collect aggregate data.

Processing of Personal Information

At times, you may provide personal information via this site, for example, to request communications about specific products and services. In such cases, the information you submit will be used to manage your request, for statistical purposes and may also use your personal information for marketing purposes, or to send you promotional materials or communications regarding products and services that we feel may be of interest to you. We may also contact you to seek feedback on products and services provided or for market or other research purposes.

Your personal information may also be used to protect our rights or property and that of our users and, where appropriate, to comply with legal process.

You may at any time request that we discontinue sending you emails, or other communications generated in response to your provision of personal information via this Website.

Disclosure of information to third parties

We may provide your personal information to our business partners, trusted affiliates and other third parties to provide you with products and services that could be of interest to you and conduct market or other research. All these disclosures may involve the transfer of personal information to countries or regions without data protection rules like those in effect in your area of residence.

Personal information may also be disclosed to law enforcement, regulatory, or other government agencies, or to other third parties, in each case to comply with legal or regulatory obligations or requests.

By providing information through this Website, you are consenting to the disclosures described above. Qualifying the compliance of suppliers and third parties is essential to establishing our own Statement of Compliance with data protection laws. Should any suppliers or third parties with whom we share personal information – either as data controllers or data processors – fail to evidence conformity to the requirements of data protection laws (or fail to ameliorate their non-conformity under notice) we will terminate our relationship with them. Our current key suppliers/third parties and who in the context of personal information data processing are as listed below including documentary evidence of their compliance with data protection laws.

Supplier	Privacy Measures & Statements
Microsoft Office 365	https://privacy.microsoft.com/en-ca/privacystatement
Everlytic	https://www.everlytic.co.za/privacy-policy/ https://www.everlytic.co.za/wp-content/uploads/2020/05/2020_Everlytic-Popi-Compliance.pdf
Global It Solutions	https://globalits.co.za/index.php/privacy-policy
Digital Drive Through	http://digitaldrivethru.co.za/privacy-policy/
World of Domains	https://wofd.co.za/terms-conditions/

Period of holding Personal Information

It is our intention to retain personal information for so long as it remains accurate and is required by law or until instructed to dispose thereof.

ARGRS will keep records of all personal Information collected and the specific purpose for which it was collected for a period of three (3) years from the date on which it was last used. ARGRS will also destroy or delete any personal information that is no longer needed by ARGRS for the purpose it was initially collected, or subsequently processed.

Blogs, forums, wikis, and other social media

This Website may host various blogs, forums, wikis, and other social media applications or services that allow you to share content with other users (collectively "Social Media Applications"). Any personal information or other information that you contribute to any Social Media Application can be read, collected, and used by other users of that Social Media Application over whom we have little or no control. Therefore, we are not responsible for any other

user's use, misuse, or misappropriation of any personal information or other information that you contribute to any Social Media Application.

Analytics

ARGRS may use third-party service providers to monitor and analyse the use of our service.

- Google Analytics

Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our service. This data is shared with other Google services. Google may use the collected data to contextualise and personalise the ads of its own advertising network.

You can opt-out of having made your activity on the service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js and dc.js) from sharing information with Google Analytics about website visitor activity.

For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <https://policies.google.com/privacy?hl=en>

Behavioural Remarketing

ARGRS uses remarketing services to advertise on third party websites to you after you visited our Service. We and our third-party vendors use cookies to inform, optimise and serve ads based on your past visits to our Service.

- Google Ads (AdWords)

Google Ads (AdWords) remarketing service is provided by Google Inc.

You can opt-out of Google Analytics for Display Advertising and customise the Google Display Network ads by visiting the Google Ads Settings page: <http://www.google.com/settings/ads>

Google also recommends installing the Google Analytics Opt-out Browser Add-on - <https://tools.google.com/dlpage/gaoptout> - for your web browser. Google Analytics Opt-out Browser Add-on provides visitors with the ability to prevent their data from being collected and used by Google Analytics.

For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <https://policies.google.com/privacy?hl=en>

Access to information

Visitors who would like to request access to their information, to update their details, or unsubscribe from communications should contact our Information Officer using the link or by sending an email to averile@rewardspecialist.co.za. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

Information security

We have in place reasonable commercial standards of technology and operational security to protect all information provided by visitors via this Website from unauthorised access, disclosure, alteration, or destruction.

Changes to our website privacy statement

We may modify or amend this Privacy Statement from time to time at our discretion. When we make changes to this Statement, we will amend the revision date at the top of this page, and such modified or amended Privacy Statement shall be effective as to you and your information as of that revision date. We encourage you to periodically review this Privacy Statement to be informed about how we are protecting your information.

Children's privacy protection

We understand the importance of protecting children's privacy in the interactive online world. This Website is not designed for or intentionally targeted at children 18 years of age or younger. It is not our policy to intentionally collect or maintain information about anyone under the age of 18.

If you are a parent or guardian and you are aware that your Child has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

Visitors' questions

If you have any questions or concerns regarding your privacy while using this Website, please direct them to our Information Officer using the link or by sending an email to averile@rewardspecialist.co.za