



Before reading the rest of this privacy policy further below, please note the following preliminary terms:

“L4A”, “our”, “us”, or “we” means:

<u>company name:</u>	<u>reg. number:</u>	<u>website:</u>
L4AFRICA (PTY) LTD	2015/022187/07	www.L4A.co.za

“You” and/or “your” means you, the viewer of our website(s).

“L4A staff” means any of L4A’s directors, employees, agents, contractors and/or consultants, as the case may be.

This privacy policy covers our corporate web sites listed above, as well as any other L4A websites from time to time, and includes information given to any of the L4A staff.

Should any of the provisions of this privacy policy conflict with any terms and conditions contained in any agreement you have concluded with L4A then the terms and conditions, to the extent of any conflict, contained in such agreement shall prevail.

1. YOUR RIGHT TO PRIVACY AND SECURITY

We value your right to privacy and security. Through your use of our website(s), your personal information is treated as private and confidential. We are and remain committed to providing you with secure access to our services. We want you to use our website with complete confidence, and make your experience on our website as rewarding as possible.

We collect information in different ways from visitors and subscribers who access our website(s) and make use of our services. We use this information primarily to provide a better and more customised service to you in a closed business community. We only, with your knowledge and consent, disclose personal information to third parties in line with the provision of the services we provide.

2. INFORMATION COLLECTED

We are acutely aware of and sensitive to the right to privacy of our subscribers and other visitors to our websites. Whether as a subscriber, or a visitor, we do not collect personal information unless you decide to disclose it to us.



There are 3 ways in which you provide us with your personal information: (i) e-mail, (ii) downloading a document, and (iii) subscribing to a service offered.

2.1 ON REGISTRATION

When registering with L4A, the personal information requested from you typically includes your name, address, telephone number and e-mail address. We also ask you to choose a password and a user name. This personal information is used to enable us to meet our obligations to you, follow your instructions, and ensure our services meet your needs.

2.4 E-MAIL REQUEST – RESPONSE / FEEDBACK / SUPPORT

Your e-mail communication to us (for example job information or general inquiries) is retained for tracking purposes, and will not be used for any secondary purpose, e.g. sending unsolicited e-mail.

2.6 VOLUNTARY SURVEYS/CONFERENCE FEEDBACK

We may contact you to obtain feedback or to participate in a business or individual customer survey. We do so to obtain important information that helps us to improve our service offering to you. Any personal information and responses submitted are kept private and confidential. Participation in these surveys is voluntary. You decide (i) whether you wish to participate, and (ii) the nature of the information you choose to disclose. Survey information is used for statistical purposes and to improve our service offering to you.

2.7 COOKIES

A cookie is a small piece of data or a text file which is given to your browser by our server when you visit our website(s). It is stored on your computer, and is sent back to our webserver each time you visit our website(s), and thereby enables us to keep track of your use of our website(s). Through cookie technology we can only track certain information about you (such as IP address, browser type, and the URLs that you came from and go to next) based on your activity on our website(s). We use this information to help diagnose problems with our server, improve our marketing efforts, analyse website usage, improve content offering, and customise our services. If your browser is set to reject cookies, some parts of our website(s) and our services may not function properly, or at all. We therefore encourage you not to disable cookie technology when interacting with us.



3. DISCLOSURE OF PERSONAL INFORMATION

We may use your personal information to contact you for support, renewal, upgrades and subscription to new services. Please be assured that if you are contacted by any of the L4A staff, they have agreed to keep your personal information private and confidential. This is in accordance with strict confidentiality agreements signed with the L4A staff.

We will not disclose your personal information to a person who is not a member of the L4A staff without your permission unless (i) we are compelled by law or in terms of a court order to do so, or (ii) it is in the public interest to do so, or (iii) it is necessary to protect our rights.

Personal information used to compile profiles for statistical purposes is only shared where such data cannot be linked back to your personal information.

4. LINKED WEB SITES

Our website(s) have hyperlinks to other third party website(s). The privacy practices, privacy policies and other issues regarding these website is outside our control and you must make your own informed decision on whether or not to make use of the services offered therein.

5. LAWFUL PURPOSES

Preventing exposing others to material which is offensive, harmful to minors, indecent or otherwise objectionable is especially important to us. It is our policy to ensure that we comply with all applicable laws in this regard.

6. SECURITY

Personal information collected by us is stored in a secure environment and is not available without your consent to any person who is not a member of the L4A staff. We use encryption technology that complies with international standards to protect storage and transmission of your personal information. Our web servers have firewall protection and intrusion detection systems. Access to information on these web servers is restricted to authorised L4A staff only.

7. DATA RETENTION

L4A will not retain your personal information longer than is necessary for the purpose for which it was collected. The periods of retention are based on your requirements.



8. REMOVAL FROM MAILING LIST

When you subscribe to L4A, you consent to a specific notice period in respect of termination of the service. Upon termination, your name will be removed from our regular contact lists, but you may on occasion receive marketing material or be contacted by a member of the L4A staff. You are free to contact us with instructions not to contact you further.

9. REVISIONS TO THIS POLICY

L4A reserves the right to change or amend this privacy policy at any time without prior notice. Changes will be posted on the websites from time to time.

10. QUERIES

Any queries regarding this privacy policy or the L4A website must be directed to us on +2731 563 2131 or info@L4A.co.za.
