# **Privacy Policy**

### 1. OBJECTIVES:

CCI respects your privacy and cares how information is used and shared. CCI understands its responsibility in this regard.

This policy documents CCI's security and privacy statement and contains CCI's commitment to doing business with the highest ethical standards and appropriate internal controls, subject to relevant legislation. CCI will take every reasonable effort to manage your information carefully, securely and sensibly.

### 2. SOLICITED INFORMATION:

CCI may require certain personal information to process transactions or respond to queries. You may choose not to provide certain information to CCI, but that may limit the services or products that you may wish to obtain from CCI.

CCI may electronically collect, store and use personal information provided, including names, surnames, billing addresses, telephone numbers, e-mail addresses and IP addresses. CCI endeavors to treat personal information received from Visitors accordingly and according to applicable legislation.

Any personal information requested is used to provide information for the purpose of your enquiry about our products and services, to ship orders, to bill orders, and to handle related business matters. This information is also used to get in touch with customers when necessary.

From time to time, the information gathered through this site will be used to notify you about products and services that we think will be of interest to you. You may opt to be removed from any such promotional communications, by advising us at the contact details provided below.

# 3. UNSOLICITED INFORMATION

If you post unsolicited content or information to the Website and unless otherwise indicated, then you grant CCI a non-exclusive, royalty-free, perpetual and irrevocable right to use, reproduce, modify, adapt and display such information.

Our Website does however not covertly capture information regarding the specific activities of any particular Visitor. We also do not have any arrangements with any other sites or entities to track or monitor user activities on the Web. Our site does however produce reports that permit us to view your activity on our Website in anonymous or aggregated form. We do not use cookies, web bugs, or any other active content mechanism to capture or maintain information about users without their prior consent. The only personal information that we capture has been specifically submitted to us by you. We do not store any persistent information on your computer.

#### 4. INFORMATION USAGE:

Information will only be used for the purpose that it was provided for, or as is set out herein, unless such information is disclosed in accordance with or as a result of an order of a court, subpoena or search warrant. We do not sell, rent, trade, lend, or otherwise transfer such personal information to affiliates, subsidiaries, sister companies, holding companies, parent companies, strategic partners, or any other organization.

If you are of the opinion that any information has been used contrary to this policy, you may contact us at the addresses provided below. CCI will review any such representation and will, in its sole and absolute discretion, take such corrective action as it deems fit. If you wish to remove your name and related information from our database, please inform us and we will promptly take action to comply with your request.

It is however recorded that it is possible for information to be intercepted as the internet is not a secure medium and privacy can therefore not be guaranteed. CCI will not be responsible for any damage suffered by any Visitor or third party as a result of the transmission of confidential or disclosed information that you make to CCI over the internet.

### **5. VISITOR WARRANTIES**

You warrant that you own or otherwise control all the rights to information provided, that you are entitled to disclose such information, that it is accurate and by supplying such information, you do not infringe on any rights of any person or entity, or do not infringe any legislation or policy and indemnify CCI against any and all claims resulting from the receipt of such information supplied by you.

## 6. LINKS

The Website may contain links to other websites. CCI is not responsible for the security or privacy practices of such sites, the products or services offered by these sites, or the content appearing at these sites. CCI does not endorse any of the products or services marketed at any other sites.

#### 7. DATA PROTECTION AND SECURITY

The Website is protected with a variety of security measures, including change control procedures, passwords, and physical access controls. We also employ a variety of other mechanisms to ensure that data you provide is not lost, misused, or altered inappropriately. These controls include data confidentiality policies and regular database backups.

# 8. CONTACTING US

We may be contacted via any of the following channels:

- Via Email at Contact@cci.co.za
- Via Fax at +27 21 5310851

If you have any questions about this Privacy Policy, out terms and conditions, the practices of this Website, or your dealings with our company, you can contact us using any of the above communications channels.