

PROQUEST

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PRIVACY AND SECURITY STATEMENT

Your right to privacy and security is very important to us. We, PROQUEST") and its associated companies, (we, us, our), treat personal information ("information") obtained through our website as private and confidential. We are committed to giving you secure access to our online services.

1. How we use the information we collect

We need to collect information to:

- meet our obligations to you
- follow your instructions
- inform you of new services
- make sure our business suits your needs.

2. Use of technology to monitor your use of our website

We collect and examine information about visits to this website. We use this information to find out which areas of the website people visit most. This helps us to add more value to our services. This information is gathered in such a way that we do not get information about any individual or their online behaviour on other websites.

3. Cookies

We use cookie technology in some parts of our website. A cookie consists of small pieces of text that are saved on your internet browser when you use our website. The cookie is sent back to our computer each time you visit our website. Cookies make it easier for us to give you a better experience online. You can stop your browser from accepting cookies but, if you do, some parts of our website or online services may not work. We recommend that you allow cookies.

4. Third parties

We ask other organisations to provide support services to us. When we do this, they have to agree to our privacy policies if they need access to any personal information to carry out their services.

Our website might contain links to or from other sites. We try to link only to websites that also have high standards and respect for privacy, but we are not responsible for their security and privacy practices or their content. We recommend that you always read the privacy and security statements on these sites.

5. When we will disclose information without consent

We will not reveal information to anyone outside our offices nor to certain of our service providers without your permission, unless:

- we must do so by law or in terms of a court order
- it is in the public interest
- we need to do so to protect our rights.

6. Storing information

We store information collected in a safe place and no person outside our offices or certain service providers can get access to it.

7. Our security practices

We are committed to providing safe online services. All use of our website and transactions through it are protected by encryption (secret codes) to international standards. Encryption protects information you send when you fill in application forms online. Our computers are protected by systems that guard against intruders. Only our authorised employees or agents can gain access to information on these computers. We have also used independent security experts to test our system's security and advise us about improvements to it.

You should read the security tips and updates on our website regularly to make sure that you benefit from our security systems.

8. Privacy and security statements applying to specific online services

Different online services or businesses provided by us may have their own privacy and security policies because the service or product they offer may need different or extra policies. These specific policies will apply to your use of a particular service where they are different from our general policies.

9. Right to amend this privacy and security statement

We may change this privacy and security statement from time to time. We will put all changes on our website. The latest version of our privacy and security statement will replace all earlier versions of it, unless it says differently.

10. Questions

Please email us on info@proquest.co.za if you have any questions about this privacy and security statement.