

Electronic information and Website Privacy Policy

Chillisoft is committed to protecting the privacy of employees, customers, suppliers and visitors to our website. Chillisoft's electronic information and website privacy policy forms part of Chillisoft's governance framework. This policy describes the:

- types of personal information that we may have collected about you,
- how we use the information
- the measures that we take to protect your privacy

Processing Information

Chillisoft collects information from:

- You,
- The documentation that we request and that you voluntarily provide
- Information about you that is publicly available

Chillisoft continually recruits employees, services current and potential customers by requesting additional details concerning their request for software services, consulting, Chillisoft software products and software development training. We may use your personal information, with your consent, inter alia, for recruitment, sales proposals, lead generation and or market analysis.

By providing us with personal information, you expressly consent to Chillisoft processing your personal information for legitimate and business related purposes.

Acceptance of terms

By engaging with us, you are accepting and agreeing to the practices described in this privacy policy. By accepting this policy, you are deemed to have read, understood, accepted, and agreed to be bound by all its terms. By continuing to use this website:

You agree that we may "collect, collate, process and/or store" your personal information (as defined in POPI) ("process") for, inter alia:

- To provide you with access to the website and its contents
- To invite you to events / seminars
- To contact you about possible employment
- To notify you about new and or promotional offerings from Chillisoft

Changes

We may change the terms of this policy at any time. We will notify you of any changes by placing a notice in a prominent place on the website or by email. If you do not agree with the change you must stop using the services. If you continue to use the services following notification of a change to the terms, the changed terms will apply to you and you will be deemed to have accepted such terms.

Collection and Use of Personal Information

Chillisoft recognises the importance of protecting your privacy in respect of your personal information (as defined in Protection of Personal Information Act 4 of 2013) that is collected by us.

Applying for a Chillisoft Vacancy

The following data will be collected and stored:

Your name, contact information, ID/passport number; nationality, position applying for, current salary, expected salary, employment references, employment history, disclosure of credit, fraud, criminal incidents and reasons why you want to work for Chillisoft.

General Contact

If you contact us by telephone, email, or other electronic communication, we collect, store and use certain personal information that you disclose to us. This includes details such as your name, email address, attached information and request. Additional details such as your mobile phone number, company that you represent, location data, web logs and other communication data may be stored.

Website Enquiry

This includes details such as your company name, name, role, email address, contact phone number, request details, training preference (onsite/offsite), training date, course, date that you request training, as well as traffic data, location data, web logs and other communication data.

Messages and updates. We may send administrative messages and email updates to you regarding the website. In some cases, we may also send you primarily promotional messages. You can choose to opt-out of promotional messages

Collection from browser.

We automatically receive and record Internet usage information on our hosting company's server logs from your browser, such as your internet protocol address ("IP Address"), browsing habits, click patterns, version of software installed, system type, screen resolutions, colour capabilities, plug-ins, language settings, cookie preferences, search engine keywords, JavaScript enablement, the content and pages that you access on the website, the dates and times that you visit the website, paths taken, and time spent on sites and pages within the website ("usage information").

When you access our website we may send one or more cookies (small text files containing a string of alphanumeric characters) to your computer to collect certain usage information. We use session cookies (which disappear after you close your browser) and persistent cookies (which remain after you close your browser which can be removed manually) and may be used by your browser on subsequent visits to our website. We use information gathered by cookies to improve the website.

Sharing of Information

In adopting this privacy policy, we wish to balance Chillisoft's requirements and needs with your reasonable expectation of privacy.

Chillisoft will not sell personal information. No personal information will be disclosed to anyone except as provided in this privacy policy. Chillisoft may disclose your information where we have a legislative duty or right of law or where we believe it necessary to protect Chillisoft's rights.

Protection of Information

Chillisoft will take appropriate and reasonable technical and organisational steps to prevent unauthorised access to, or disclosure of your personal information.

- Chillisoft will, on an on-going basis, continue to review our security controls and related processes to ensure that your Personal Information is secure.
- Our security policies and procedures cover:
 - Acceptable usage of personal information;
 - Access to personal information;
 - Computer and network security; Governance and regulatory issues;
 - Investigating and reacting to security incidents.
 - Monitoring access and usage of personal information;
 - Physical security;
 - Retention and disposal of information;
 - Secure communications;

Contact Information

If you have any concerns or questions in relation to this Privacy Policy, please email your queries to info@chillisoft.co.za.