

TRACONTIME (Pty) Ltd is committed to protecting your privacy. This policy outlines our general policy for handling Personal Information provided to us through this site. Other, more specific policies applicable to Personal Information may apply in addition to, or in lieu of, this policy to certain portions of this site, i.e., to restricted areas you have been authorised to access or to discussion forums hosted by TRACONTIME (Pty) Ltd  
“Personal Information”

“Personal Information” is any information that can be used to identify you, such as, but not limited to, name, e-mail address, postal address, credit or debit card number, title, occupation, and other information required to deliver a product, provide a service, or carry out a transaction. Some of the ways we may use Personal Information include:

- \* To process and ship your orders and deliver the products and services that you have ordered.
- \* To provide you with support and assistance.
- \* To send you invoices for products and service you have purchased from us.
- \* To provide you with the ability to create a secure account and view protected content.
- \* To keep you up to date on our product and service offerings.
- \* To support marketing or promotional activities on this site.
- \* To understand more about you, so we can personalise communications consistent with your preferences.
- \* To allow you to forward information to other individuals, such as co-workers.
- \* To process employment-related inquiries.
- \* To meet contractual obligations.
- \* To meet legal or regulatory requirements.

You can help us keep your Personal Information accurate and up to date. Please notify us of any changes to your Personal Information. If you are a registered user of this site, you may—depending upon the type of account you have with us—make these updates yourself online.  
Non-personal/anonymous information collection

TRACONTIME (Pty) Ltd may collect non-personal data on an aggregated basis through cookies, web logs, web beacons, or other tools. This information is used to improve the usability, performance, and effectiveness of this site. Please read the “Cookies” section below for more information.

In addition, by using some of our products or services, information may be transmitted back to us. This information is transmitted back to us so that, for example, we can determine how users are interacting with our products and services and to assist us in improving our products and services.  
Sharing your Personal Information

We will not sell or rent your Personal Information to third parties for marketing purposes without your permission.

We may share your Personal Information within TRACONTIME (Pty) and among our affiliates and subsidiaries for purposes of data processing, storage, or delivery of products and services to you.

We may also share your Personal Information with business partners, service vendors, authorised third-party agents or contractors in order to provide a requested service or transaction, including processing orders, processing credit card transactions, hosting websites and applications, and providing customer support.

We may respond to subpoenas, court orders, or legal proceedings by disclosing your Personal Information and other related information, if necessary.

We may collect and possibly share Personal Information and any other additional information available to us in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of TRACONTIME (Pty) Ltd Terms of Use, or as otherwise required by law.  
Security of your personal information

TRACONTIME (Pty) Ltd is committed to protecting the Personal Information you share with us. We are ISO 27001 certified and utilise a combination of industry-standard security technologies, procedures, and organisational measures to help protect your Personal Information from unauthorised access, use or disclosure. While we strive to protect your Personal Information, we cannot guarantee the security of the information you transmit.

#### Cookies

TRACONTIME (Pty) Ltd uses technologies, such as cookies, which allow us to make your visit to our site easier, more efficient and more valuable by providing you with a customised experience and recognising you when you return. A cookie cannot read personal data off your hard disk or read cookie files created by other sites; the only Personal Information a cookie can contain is information you supply yourself. Accepting the cookies used on our site may give us access to information about your browsing behaviour, which we may use to personalise your experience and track user traffic patterns, and to merge this info when you register. We do this in order to determine the usefulness of our site information to our users and to see how effective our navigational structure is in helping users reach that information. You may browse most of TRACONTIME (Pty) Ltd site without accepting cookies from TRACONTIME (Pty) Ltd; however, some site functionality may be lost by disabling cookies on your computer. Other TRACONTIME (Pty) Ltd web pages, particularly those which require a login and password, require cookies and cannot be used when you have disabled cookies in your browser.

#### Links to other sites

Our sites may provide links to other third-party sites which are outside our control and not covered by this policy.

#### Discussion forums

If you participate in a TRACONTIME (Pty) Ltd discussion forum, you should be aware that the information you provide there will be made broadly available to others, potentially inside or outside TRACONTIME (Pty) Ltd, who have access to that discussion forum or chat room. Also, please recognise that individual forums may have additional rules and conditions. For example, TRACONTIME (Pty) Ltd Blogging Policy applies you participate in a discussion forum hosted by TRACONTIME (Pty) Ltd. Each participant’s opinion as expressed in a forum hosted by TRACONTIME (Pty) Ltd is his or her own and should not be considered as reflecting the opinion of TRACONTIME (Pty) Ltd.

#### Policy updates

TRACONTIME (Pty) Ltd may amend this privacy statement from time to time, and at any time. Your continued use of this site after any changes confirms your assent to those changes.

#### TRACONTIME ADMIN