

1. DEFINITIONS

- **Cookies** means a small text file (up to 4KB) created by a website that is stored in the user's computer either temporarily for that session only or permanently on the hard disk ("persistent cookie"). Cookies provide a way for the website to recognize you and keep track of your preferences;
- **Data** means information in electronic form;
- **Data subject** means the person to whom personal information relates;
- **IP address** means a unique address that identifies a device on the Internet or a local network;
- **Personal information** means information relating to an identifiable, living, natural person, and where applicable, an identifiable, existing, juristic person, including, but not limited to—
 - Information relating to race, gender, marital status, sexual orientation, age, physical and/or mental health and religious beliefs of the natural or juristic person;
 - Information relating to the education of or the medical, financial, criminal or employment history of the natural or juristic person;
 - Any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the natural or juristic person;
 - The biometric information, personal opinions, views or preferences of the of the natural or juristic person;
 - Any correspondence sent by or to the natural or juristic person that is implicitly or explicitly of a private or confidential nature and/or any further correspondence that would reveal the contents of the original correspondence;
 - The views or opinions of another individual about the natural or juristic person; and
 - The name of the natural or juristic person if it appears with other personal information relating to the natural or juristic person or if the disclosure of the name itself would reveal information about the natural or juristic person.
- **POPIA** means the Protection of Personal Information Act 4 of 2013;

- **Traffic data** means any data processed for the purpose of the conveyance of a communication on an electronic communications network in respect of that communication and includes data relating to the routing, duration or time of a communication;
- **User** means a person who uses a computer or other device to access this website; and
- **Web browser** means an application used to access and view this website including, but not limited to, Internet Explorer, Google Chrome and Safari.

2. PERSONAL INFORMATION

KAR Presentations does not collect personal information on this website unless you provide KAR Presentations with your personal information. If you provide personal information through this website, it will be used by the Information Officer of KAR Presentations for course registration, order processing and/or marketing purposes.

There are places on this website where you can provide personal information, such as:

- Submitting an enquiry to KAR Presentations;
- Registering online for a course;
- Ordering a book; and/or
- Lodging a complaint, commenting or providing feedback on a course and/or other service.

KAR Presentations will process your email address and other relevant contact details, if and when provided.

3. USE AND DISCLOSURE

KAR Presentations will only use personal information that you provide through this website for the purposes for which you provide it.

KAR Presentations will not make your personal information available to any third party unless it is necessary for the purpose for which you provided the information (for instance, to investigate a complaint).

KAR Presentations may use your personal information for the purposes of administering and improving the website, improving its services or communicating with you. The personal information you provide may be shared with operators to the extent it is necessary for operators to administer and improve the website on KAR Presentations' behalf.

KAR Presentations will only disclose your personal information to third parties in limited circumstances where authorised by POPIA (for instance, to enable the South African Police Service to investigate a criminal offence).

4. WEBSITE ANALYTICS

You may visit the website without providing any personal information. The website servers will in such instances collect the IP address used by the data subject to access the website, but not the email address or any other personal identifiable information. The information on IP addresses is aggregated to measure the number of visits, the average time spent at the website, pages viewed, etc. KAR Presentations analyses nonidentifiable traffic data to improve its services, via a third (3rd) party programme, namely Google Analytics.

KAR Presentations may collect, hold and use statistical information about website visits to help it improve the website. Such information includes:

- Your IP address;
- The search terms you used;
- The pages accessed on the KAR Presentations' website and the links you clicked on;
- The date and time you visited the website;
- The referring website (if any) you clicked through to access the KAR Presentations website; and
- The type of web browser you used (Internet Explorer, Google Chrome and Safari etc.)

The traffic data is aggregated and is not personally identifiable. The website analysis will also respect any "do not track" setting you might have set on your web browser.

5. USE OF COOKIES

KAR Presentations uses cookies on its website where they are required for particular features to work. KAR Presentations also makes use of tracking cookies to track and analyse website usage. The cookies do not collect any personal information about data subjects.

6. LINKS TO SOCIAL NETWORKING SERVICES

KAR Presentations uses social networking services such as Twitter, Instagram, Facebook and LinkedIn to communicate with the public about its service offerings. When you communicate with KAR Presentations through these services, the specific social networking service may collect your personal information for its own purposes.

These services may track your use of the KAR Presentations' website on those pages where its links are displayed. If you are logged into any of these services (including any Google service) and access the KAR Presentations' website, tracking will be associated with your profile through these services.

These social networking services have their own Privacy Policies which are independent of the Privacy Policy and practices of KAR Presentations.

7. YOUR RIGHT TO ACCESS AND CORRECT PERSONAL INFORMATION

KAR Presentations will notify you of any personal information it retains about you, if and when requested. You may also request KAR Presentations to correct your personal information, when necessary. Kindly contact the KAR Presentations' Information Officer to request access to your personal information or the correction of your personal information. You may ask to be removed from any of the KAR Presentations' subscription lists at any time.

Information Officer Contact Details:

If you need to contact the Information Officer for purposes related to this Privacy Policy, see below:

Information Officer : Kerry-Ann Rayner

Address : 5 Second Road, Hyde Park, Johannesburg, 2196

Email Address : kerry-ann@karpres.co.za

This Privacy Policy was adopted by the Members of KAR Presentations on 5 May 2022.