



PRIVACY POLICY

1. INTRODUCTION

- 1.1. Construction Computer Software (Pty) Ltd (CCS) is committed to safeguard the privacy of the users of the site. CCS's Privacy Policy ("Policy"), which forms part of the site Terms and Conditions, explains the data processing practices of CCS in so far as it relates to the CCS Client Portal site. (the "Site").
- 1.2. By using the Site, you are consenting to this Policy and the collection, use and disclosure of your personal information by CCS as outlined in this Policy. If this Policy is not acceptable to you, please do not submit any of your personal information and/or use the Site.
- 1.3. If you have any request concerning your personal information, or should you wish to make any amendment to your personal information or have any queries with regard to the Policy or any of the above please contact us by sending an email to client.portal@ccssa.com.
- 1.4. If we make any changes to this Policy, we will post them on this page and as such it is your responsibility to periodically review this Policy in order to stay up to date on any modifications and/or amendments made by CCS.

2. PERSONAL INFORMATION COLLECTED

- 2.1. CCS may collect and store a variety of personal information about you when you either directly submit such information to CCS either electronically or otherwise, or through the use of the Site, CCS products and/or services. The personal information that we may collect, process and store includes but is not limited to:
 - 2.1.1. Name and Surname;
 - 2.1.2. Phone numbers;
 - 2.1.3. Email address;
 - 2.1.4. Company name;
 - 2.1.5. Physical address;
 - 2.1.6. Which products you have bought and details around the usages of CCS products and/or services.
 - 2.1.7. Credit Card Details
 - 2.1.7.1. First 4 and last 4 digits;
 - 2.1.7.2. Card Name;
 - 2.1.7.3. Expiry date;
 - 2.1.7.4. Token provided by the payment gateway.
 - 2.1.8. Any documentation relating to you or your company.
 - 2.1.9. By using this Site you consent to your personal information being shared with 3rd party service providers and you authorise CCS to accept on your behalf the terms and conditions set by such 3rd parties to enable them to provide the services in accordance with their agreements with CCS these terms and conditions may be accessed at <https://recurly.com/product/security-and-compliance/pci-compliance/> for Recurly Billing and Payments engine and <https://www.cybersource.com/privacy/> for Cybersource.
 - 2.1.10. CCS and its designated 3rd party service providers may from time to time amend their terms and conditions without prior notice and it is incumbent on the you to familiarise yourself with such amendments on a regular basis.
- 2.2. We may also collect your IP address and other non-personal information about you whenever you interact with our Site. Non-personal information may include but is not limited to the browser name, the type of computer and technical information about the means of connection to our Site, such as the operating system and the internet service providers utilised and other similar information.

3. USE AND DISCLOSURE OF PERSONAL INFORMATION

- 3.1. We may process your personal information collected for purposes of:
 - 3.1.1. Registering or providing products and/or services to you as described on the Site;
 - 3.1.2. Processing or facilitating the payment of any products and/or services that CCS may provide to you through the Site or otherwise;

- 3.1.3. Confirming your use or continued use of CCS products and/or services under any existing contracts/agreements that CCS may have with you;
 - 3.1.4. Research and development purposes;
 - 3.1.5. Communications and marketing purposes;
 - 3.1.6. Protecting CCS business, its customers and its products and/or services;
 - 3.1.7. Administering, improving and/or personalising customer service and/or our Site;
 - 3.1.8. Sending periodic emails and/or providing you with information about new developments on or any changes to the products and/or services made available via this Site;
- 3.2. We may also use personal information in aggregate form (so that no individual user is identified) to:
- 3.2.1. Build up market profiles;
 - 3.2.2. Aid strategic development;
 - 3.2.3. Manage our relationship with advertisers; and
 - 3.2.4. Audit usage of the Site.
- 3.3. All processing of your personal information will be in accordance with all applicable law in South Africa relating to data protection, privacy such as the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). If you are established in the European Economic Area (EEA) or you are subject to the requirements of the EU General Data Protection regulations and directives namely European Directives 95/46/EC and 2002/58/EC, then our processing of any personal information will be in accordance with those applicable directives.

4. SHARING YOUR PERSONAL INFORMATION

- 4.1. We may disclose your personal information to:
- 4.1.1. Companies within the CCS group of companies or its holding company including its holding company's subsidiaries and/or affiliates;
 - 4.1.2. If we are reorganised or sold to another entity, we may transfer any personal information we hold about you to that entity;
 - 4.1.3. selected 3rd party providers, partners or integrators who assist us in providing services to you either in respect of the Site or in providing products and services to you, such as website hosting, maintenance, back-up, storage, payment processing, billing and any other applicable 3rd party back end system providers;
 - 4.1.4. Staff members, technical consultants and other 3rd party's that may manage the Site or make the Site available or who you may liaise or have contact with in respect of your use or continued use of such products and/or services ("3rd Party's).
- 4.2. Such 3rd Party's would only be permitted to use your personal information for the purposes of facilitating and/or providing those products and/or services for and on behalf of CCS.
- 4.3. Except for the 3rd Party's described above we will not sell or share your personal information with any other 3rd Parties without your consent.
- 4.4. Notwithstanding the aforesaid, CCS will be entitled to disclose personal information where we are compelled by law or a court order to do so, or if we believe that such action is necessary for the purpose of the legitimate interest pursued by CCS, to protect and defend the rights, property or safety of CCS, the Site, visitors to the Site or others.
- 4.5. If you are visiting this Site from a country other than South Africa the various communications will necessarily result in the transfer of information across international boundaries.

5. SECURITY

- 5.1. CCS adopts reasonable data collection, storage and processing practices and security measures to protect against the loss, misuse and interception by 3rd parties of the personal information under its control. However, due to the inherent nature of the internet, we cannot guarantee that communications between you and CCS or personal information stored on the Site or any of our servers, will be completely free from unauthorised access by 3rd parties and your use of the Site demonstrates your assumption of this inherent risk.
- 5.2. To the extent permitted by law, CCS assumes no liability for any loss or damages suffered or incurred by you or any 3rd party as a result of the interception, loss, alteration or misuse of personal information transmitted over the internet.

6. LAW ENFORCEMENT AUTHORITIES

CCS may, in its sole discretion, contact law enforcement authorities if it believes that anything unlawful is occurring in connection with the Site. In this process, we may provide the law enforcement authorities with any personal information that is held by CCS.

7. USE OF COOKIES

- 7.1. Cookies may be placed on your computer when you visit and/or register on the Site. A cookie is a small piece of information sent by a web server to a web browser, which enables the server to collect information back from the browser.
- 7.2. CCS may use cookies to identify you when you access the Site and to build up a demographic profile. The use of cookies also allows registered users to be presented with a personalised version of the Site.
- 7.3. By using the Site you agree that CCS may use cookies.

8. 3rd PARTY WEBSITES

The Site may contain links to websites maintained by 3rd parties. CCS is not responsible for the privacy practices of such 3rd party websites and CCS does not control the content or the links that may appear on those websites. CCS recommends that you refer to the 3rd party's website terms and conditions and Privacy Policy prior to using the relevant 3rd party website before providing personal information. The Service Provider does not endorse or approve any 3rd party website nor the content of any of the 3rd party website made available via the Services.