

# Privacy and Cookie Policy

26 June 2018

Within this Policy we (“Sage Workx”, “we” or “us”) explain how we collect, process and use the information that we receive through our website or mobile site or mobile application that link to this policy. We discuss how we collect, process, use, share and secure the information you share with us. You have the option to view and change your personal details at any time and the sections below will discuss this in more details.

This policy might be mended from time to time and is discussed in the [Updates to our Policy](#) section below.

Personal information will be any information that can identify you, a natural person.

## The information Sage Workx collects

For us to give you the service we offer, we need to collect some information from you. The information, described in this Policy, will enable us to be as accurate as possible when we connect users (“Employers”, “Seekers” and “Consultants”) with each other. The information will help us with matching the right users to each other to create a better service for you. If the information collected is not used in the above statement, we do need it for some functions and we do have a legitimate interest for collecting the information or details.

## Information you give us

All the information we receive from you when you register, fill in forms and send us emails are seen as information freely given to us with consent for us to use the information. The information you need to give us for different products and services might change from time to time and thus the information we need will also change.

We might also collect other information on actions that you take on our site. We might gather the electronic information on which pages you visited, how long you were on the site, which jobs you clicked on which jobs you apply for. All this information gives us a better idea of what you are looking for and we can supply you with more relevant information the next time you visit us.

When you connect to our site via Social Networking Sites (“Social Media Site/s”) we will receive some details from your Social Media Site profile. This information then forms part of our collected information. We might receive information like your birth date, current city etc and that is all personal information and thus forms part of this Policy. The information we receive is subject to the privacy or security settings within your Social Media Site profile and you have the choice to choose which information is given to us. You

can at any time disconnect your Social Media profile from your Sage Workx profile by changing the settings within the Social Media Site.

When creating a Sage Workx profile, some personal information will need to be filled in to have a complete profile. Sections within the profile might include contact details, your current location etc. Some of this information is shared with other users of the site when they are looking at your profile and you have the choice if you want other users to be able to access this information. Contact details will not be shared by us but you might get a notification that your contact details are requested from another user. You then have to give access to your information by sending it to them via the platform functions.

We only collect certain mandatory personal details from you that is necessary for you to create a profile. Any information that is not mandatory should be filled in with your consent as you do not have to fill in all fields and information. Some information might be relevant in some cases and not in others but it is your choice of which information you add to your profile and CV.

When you apply for a job via the Apply Now buttons on the site, your CV will be sent to the Employer and all the details you have filled in. No other information will be sent to the employer. The information the employer might look at when your profile is shown will only have information that is available on your CV. The Employer might contact you through the site and ask for additional information. If you share any other information with an employer, we will have access to this information and it will be saved. We do this so we can keep the past messages between you for ease of reference.

Any credit card information that you supply on our site for product or service purchasing is sent directly from your browser to the third-party service provider we use to manage credit card processing and we do not store it on our servers. All online credit card payments are processed by the MyGate [Internet Payment Gateway](#). Card Holders may go to [www.mygate.co.za](http://www.mygate.co.za) to view MyGate's security policies.

#### Information that is automatically collected

When you use our website, your device automatically send us information. This information is generally about your computer, such as your IP Address or other device identification, the operating system you use, the type of device you use and we use this details to customize our feedback and correspondence with you. As stated above, we will also receive the information of what you do on the site. This might include the pages you visited, the number of click, the type of jobs you look at and so on. Other information that we receive are received from the following automated processes:

### Cookies:

Technologies such as: cookies, web beacons, locally shared objects (sometimes called "flash cookies"), mobile identifiers and similar technologies ("Cookies") are used by Sage Workx and our partners (such as advertising, marketing and analytics providers) ("Ad Partners"). We use Cookies to remember users' settings as well as for authentication and analytics. These technologies may be used in analysing trends, administering the Platform, tracking users' movements around the Platform and to gather demographic information about our user base as a whole. Our Ad Partners may also use such technologies to deliver advertisements to you. You can control the use of Cookies at the individual browser level, but if you choose to disable Cookies, it may limit your use of certain features or functions on our website or service. For more information on Cookies, how we use them, the third parties we work with who use them, and how you can control them, please see the section entitled [Cookie Policy and Ad Choices](#).

### Log File Information

Log file information is automatically reported by your browser each time you access a website on our Platform. For example, when you access our website, our servers automatically record certain information that your web browser sends when you visit any website. These server logs include information such as your web request, Internet Protocol ("IP") address, browser type, referring / exit pages and URLs, number of clicks, domain names, landing pages, and pages viewed.

### Device Information

We collect information about the device you use to access our website, including type of device, operating system, settings, and unique device identifiers, and IP address. Whether we collect some or all of this information often depends on what type of device you're using and its settings. We collect the device type and any other information you choose to provide, such as username, geolocation, or email address.

### How do we use the information we collect

For us to give you the service we offer, we need to collect some information from you. The information, described in this Policy, will enable us to be as accurate as possible when we connect users ("Employers", "Seekers" and "Consultants") with each other. The information will help us with matching the right users to each other to create a better service for you. If the information collected is not used in the above statement, we do need it for some functions and we do have a legitimate interest for collecting the information or details. The information are used for the following purposes:

1. We give you personalized content and services according to the history of information we receive. We use the information to give you suggestions on what to search for, which employers/seekers to look at and to send you relevant new jobs or seeker profiles.
2. We try to update and enhance the website to serve you better and give you better features and support. The info we gather help us to do just that.
3. To provide you with personalized advertising either from us or third parties. To achieve this we might need to share non-personal information with third parties, such as your current job.
4. We create a profile for you on our site that can be used by you or viewed by others.
5. To improve the site, we use the details for internal operations such as troubleshooting, data analysis, testing and research.
6. Within the process of the site, communications between you and other users can be conducted. To accomplish this, we use the data you provide to get in contact with you via email to let you know that you have notifications waiting in your profile.

Any non-personal information we receive from you, might be used in any way unless to the contrary in this Policy, except where we are required to do otherwise by applicable law. If any of the non-personal information is attached to personal information, the new set of information will be seen as personal information in accordance to this Policy. If applicable law requires that we treat certain non-personal information as personal information, we will use and disclose this information as personal information in accordance with this Policy.

#### Privacy: casual surfing

The User may visit the Website without providing any personal information. The Website servers will in such instances collect the IP address of the User computer, but not the email address or any other distinguishing information. This information is aggregated to measure the number of visits, average time spent at the Website, pages viewed, etc. Provider uses this information to determine use of the Website, and to improve Content thereon. Provider assumes no obligation to protect this information, and may copy, distribute or otherwise use such information without limitation.

#### How we share information

We will only share your information to third parties in the following instances:

1. We use the information for personalised advertising and might share non-personal information to advertising agencies. Anyone that we share your information with, can only use the information for the purpose that we have shared it for.
2. We will disclose information if we:
  - a. Are instructed by law.
  - b. To enforce our Terms & Conditions and Privacy Policy
  - c. To prevent physical harm or financial loss or in connection with an investigation of suspected or actual illegal activity.
  - d. We are permitted by applicable laws to protect and defend the rights or property of us, the users of our site and third parties.
3. If our company is sold, as a whole or part, your information might be shared with the new owner/s subject that they accept the commitments made within this Policy and comply with relevant laws.
4. If you apply for a job on the site, some of your information will be automatically shared with the employer that has posted the job.
5. Some non-personal information might be shared with third parties that is specific to you, like your IP Address, but we do not link Personal information with the shared information.
6. If we need to share any personal information to anyone, we will get your consent to do so before the information is shared.

## Cookie Policy

Sage Workx ("us", "we", or "our") uses cookies on Sage Workx Website (the "Service"). By using the Service, you consent to the use of cookies.

Our Cookies Policy explains what cookies are, how we use cookies, how third-parties we may partner with may use cookies on the Service, your choices regarding cookies and further information about cookies.

### What are cookies

Cookies are small pieces of text sent by your web browser by a website you visit. A cookie file is stored in your web browser and allows the Service or a third-party to recognize you and make your next visit easier and the Service more useful to you.

Cookies can be "persistent" or "session" cookies.

### How Sage Workx uses cookies

When you use and access the Service, we may place a number of cookies files in your web browser.

We use cookies for the following purposes: to enable certain functions of the Service, to provide analytics, to store your preferences, to enable advertisements delivery, including behavioural advertising.

We use both session and persistent cookies on the Service and we use different types of cookies to run the Service:

- Essential cookies. We may use essential cookies to authenticate users and prevent fraudulent use of user accounts.

### Third-party cookies

In addition to our own cookies, we may also use various third-parties cookies to report usage statistics of the Service, deliver advertisements on and through the Service, and so on.

### What are your choices regarding cookies

If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser.

Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

### Where can you find more information about cookies

You can learn more about cookies and the following third-party websites:

1. AllAboutCookies: <http://www.allaboutcookies.org/>
2. Network Advertising Initiative: <http://www.networkadvertising.org/>

## EEA Resident Privacy Information

### EEA Resident Rights

If you are a resident of the European Economic Area, you have the following data protection rights:

1. If you wish to access, correct, update or request deletion of your personal information, you can do so at any time by changing your details in the account section of your profile. If the details you want to change is not available in that section, you can contact us by using the contact details provided under the "Contact Us" section.
2. In addition, you can object to processing of your personal information, ask us to restrict processing of your personal information or request portability of your personal information. Again, you can exercise these rights by contacting us using the contact details provided under the "Contact Us" section.
3. You have the right to opt-out of marketing communications we send you at any time. You can exercise this right by clicking on the "unsubscribe" or "opt-out" link in the marketing emails we send you. Registered users can manage their account settings and email marketing preferences as described in the "Choices Regarding Your Personal Information" section below. If you are an unregistered user, or to opt-out of other forms of marketing (such as postal marketing or telemarketing), you may contact us using the contact details provided under the "Contact Us" section.
4. Similarly, if we have collected and processed your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
5. You have the right to complain to a data protection authority about our collection and use of your personal information. For more information, please contact your local data protection authority.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws. Notwithstanding the foregoing, we reserve the right to keep any information in our archives that we deem necessary to comply with our legal obligations, resolve disputes and enforce our agreements.

### Choices Regarding Your Personal Information

In addition to your rights outlined above, if you are an individual consumer member of Sage Workx, you can manage your account settings in the "Account" page on the site where we provide you with the opportunity to 'opt-out' of having your personal information used for certain purposes.

We will send you notifications and if, and to the extent, you have opted-in to promotional communications, or other messages using the contact information (e.g., your email address, your mobile device identifier) you provided to us when you registered or when you requested information from us. You may opt-out of continuing to receive optional messages by following the instructions included in each message. Also, you can control most of the emails you receive from us by editing your email preferences within "Account" settings on the site.

We will send you service-related announcements when we believe it is necessary to do so. Generally, you cannot opt-out of these announcements, which are not primarily promotional in nature. If you do not wish to receive these announcements, you have the option to deactivate your account. In some cases, you can stop or limit the information we collect by automated means. To learn more about how you may be able to stop or limit our receipt of that information please review the section entitled [Cookie Policy and Ad Choices](#).

### Close Your Account

If you'd like to close your Sage Workx account, you can do so within your Account Settings on the site. When you close your account, you will no longer have full access to the services and any content you have submitted will be pulled from the display on the Platform, but we reserve the right to keep any information in a closed account in our archives that we deem necessary to comply with our legal or regulatory obligations, resolve disputes and enforce our agreements. If, after you close your account, you wish to know which personal information we keep you can proceed in accordance with your rights set out above.

### How Long We Keep Your Personal Information

We keep your personal information only so long as we need it to provide the Platform to you and fulfil the purposes described in this Policy. Retention periods can vary significantly based on the type of information and how it is used. Our retention periods are based on criteria that include legally mandated retention periods, pending or potential litigation, our intellectual property or ownership rights, contract requirements, operational directives or needs, and historical archiving. When we no longer need to use your personal information and there is no need for us to keep it to comply with our legal or regulatory obligations, resolve disputes and enforce our agreements, we'll either remove it from our systems or depersonalize it so that we can't identify you.

### Security Safeguards

**Security.** We employ physical, electronic, and managerial measures to safeguard the information we collect online. However, no company can fully eliminate security risks, so we cannot make guarantees about any part of our services. You are responsible for keeping

your username and password secret. Once you have registered with us, we will never ask you for your password. Please create a unique password for your Sage Workx account and do not use it for any other web services or applications. Do not share your password with anyone else.

If you see a suspicious job posting, please contact us [here](#). If you think you have been the victim of fraud, immediately report the fraud to your local police and contact [Sage Workx](#).

### Privacy of Minors

To access or use the Platform you must be at least 16 years of age or, if older, the age of majority in your jurisdiction, otherwise you may not use the website. If you become aware that a child has provided us with personal information without parental consent, please contact us [here](#). If we become aware that a child has provided us with personal information without parental consent, we will remove such information and terminate the child's account.

### Data Controller

The information about you that we collect, process and/or use through the site is controlled by *Monkey Money Pty* and the services it provides are hosted and provided outside of the European Economic Area (EEA), for the purposes described in this policy. The privacy protections and the rights of authorities to access your information in these countries may not be the same as in your home country. We take additional measures when information is transferred from the EEA.

## Updates to our Privacy Policy

### Updating of these Terms and Conditions

Provider reserves the rights to change, modify, add or remove from portions or the whole of these Terms and Conditions from time to time. Changes to these Terms and Conditions will become effective upon such changes being posted to this Website. It is the User's obligation to periodically check these Terms and Conditions at the Website for changes or updates. The User's continued use of this Website following the posting of changes or updates will be considered notice of the User's acceptance to abide by and be bound by these Terms and Conditions, including such changes or updates.

## Contact Us

If you have any questions or suggestions regarding this Policy, please contact us [here](#).

Unit 18C

Miracle Retail Park

Corner of Old Johannesburg Road & Lenchen Avenue

Centurion

Gauteng

South Africa