

# MINDMUZIK MEDIA PRIVACY POLICY

(Updated 8 August 2017)

Your privacy is important to us. **Please read the information carefully.**

This Privacy Policy is designed to help you understand our online information practices, how we collect, store, use and protect your personal information ("Personal Information" is information that can be associated with a specific natural or juristic person and can be used to identify that person). We want you to make informed decisions when using our websites and any features on them, including any registration and e-commerce services. To make this policy easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

This Privacy Policy applies to all the pages on our sites and any features of them and any e-commerce, purchasing or other areas which require registration.

By using our site, you consent to our privacy policy. You must accept all the terms of this policy when you register for any of our services. If you do not agree with anything in this policy, then you

may not register for and use any of the services. You may not access our website or use our services if you are younger than 18 years old or do not have legal capacity to conclude legally binding contracts. By accepting this policy, you are deemed to have read, understood, accepted, and agreed to be bound by all its terms. If you are dissatisfied with the website, please contact us.

## Children's Privacy

Mindmuzik Media does not target children and does not offer or knowingly sell any of its products or services to minors. Mindmuzik Media does not knowingly collect any personal information about children.

## What information do we collect?

### Personal Information:

Personal information that we collect may include your name, contact details (phone numbers, email address and addresses), your date of birth, job, course information, professional registration number and category, your personal interests, credit card or billing information, shopping selections and data about the pages you visit on our site, as well as any other personal information relating to you or a third party that you supply to us.

It excludes:

- information that has been made anonymous so that it does not identify a specific person;
- permanently de-identified information that does not relate or cannot be traced back to you specifically;
- non-personal statistical information collected and compiled by us and information that you have provided voluntarily in an open, public environment or forum including (without limitation) any blog, chat room, community, classifieds or discussion board. Because the information has been disclosed in a public forum, it is no longer confidential and does not constitute personal information subject to protection under this policy.

### Aggregate and Non-Personal Information:

Internet usage refers to information automatically received and recorded 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, and the dates and times that you visit the website, paths taken, and time spent on sites and pages within the website ("usage information").

Non-personal information is data about usage and service operation that is not directly associated with a specific personal identity.

## How does Mindmuzik Media collect the information?

We collect information in the following ways:

- **Registration**  
You may need to register on our website to obtain full access to features of our websites that may require registration such as to place an order, subscribe to our newsletter or download software.
- **Optional details**  
You may also provide additional information on a voluntary basis ("optional information"). This includes content or product that you decide to upload or download from our website or when you enter competitions, take advantage of promotions, respond to surveys, register and subscribe for certain additional services, or otherwise use the optional features and functionality of the website.
- **Monitoring and usage of aggregate and non-personal information**  
We automatically receive and record Internet usage information on our hosting company's server logs from your browser as mentioned above under heading "**Aggregate and Non-Personal Information**".  
Please note that other websites visited before entering our website might place personal information within your URL during a visit to it, and we have no control over such websites. Accordingly, a subsequent website that collects URL information may log some personal information. We may disclose aggregate statistics regarding our users and user behaviour as a measure of interest in and use of our website, such as overall patterns or demographic reports that do not describe or identify any individual user.
- **Log Files**  
Every time you request or download a file from the web site, we may store data about these events and your IP address in a log file. We may use this information to analyse trends, administer the web site, track users' movements, and gather broad demographic information for aggregate use or for other business purposes.
- **Cookies**  
Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the sites or service provider's systems to recognise your browser and capture and remember certain information.  
We use cookies to help us remember and process the items in your shopping cart, understand and save your preferences for future visits, keep track of advertisements and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.  
If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our services may not function properly. However, you can still place orders over the telephone or email.

- **Web beacons**

Our website may contain electronic image requests (called a “single-pixel gif” or “web beacon” request) that allow us to count page views and to access cookies. Any electronic image viewed as part of a web page (including an ad banner) can act as a web beacon. Our web beacons do not collect, gather, monitor or share any of your personal information. We merely use them to compile anonymous information about our website.

## **What do we use your information for?**

Any of the information we collect from you may be used in one of the following ways:

- To process your online purchases, your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested.
- To inform you about products and services offered by us, you may unsubscribe from this service at any time.
- To improve the products and services offered to you.
- For market research purposes, marketing, statistical or analytical purposes, and otherwise to better meet the needs and preferences of our customers, improve our product offerings and the website. Participation in surveys and discussion forums is voluntary.

## **How do we protect your information?**

For online purchases, Mindmuzik Media makes use of a third party Payment Gateway Provider who offer the use of a secure server. All supplied sensitive/credit information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our Payment gateway provider's database only to be accessible by those authorised with special access rights to such systems, and are required to keep the information confidential. After a transaction, your credit card information will not be stored on our servers.

We implement a variety of security measures to maintain the safety of your personal information when you place an order or enter, submit, or access your personal information. Please remember that no data transmission over the Internet, or by other means, can be guaranteed to be 100% secure. Thus, while we strive to protect your personal data, Mindmuzik Media cannot ensure or warrant the security of any information you transmit to us. Therefore, you understand, acknowledge, and agree that you transmit certain Personal Information over this website at your own risk.

## **Do we disclose any information to outside parties?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect our or other's rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

Please remember that any information (including personal information) that you disclose in public areas of our web site, such as forums, message boards, and news groups, becomes public information that others may collect, circulate, and use. Because we cannot and do not control the acts of others, you should exercise caution when deciding

to disclose information about yourself or others in public forums such as these.

## **Third party links**

Occasionally, at our discretion, we may include or offer third party products or services as well as other links to third party websites or resources on our website. Such links to third party websites on this site are provided solely as a convenience to you, and do not constitute or imply an endorsement, sponsorship or recommendation of, or affiliation with the third party or its products and services. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

## **Online Privacy Policy Only**

This online privacy policy applies only to information collected through our website and not to information collected offline.

## **Updating your information**

We will try to keep the personal information we collect as accurate, complete and up to date as is necessary. From time to time we will request you to update your personal information on the website. You are able to review or update any personal information that we hold on you by accessing your account online or by emailing us or phoning us. Please note that in order to better protect you and safeguard your personal information, we do take steps to verify your identity before granting you access to your account or making any corrections to your personal information.

Mindmuzik Media will always permit you to decline - or "opt out of" certain mailings and other materials we may offer. You may "opt out" of further communications at any time by following the instructions in the emails that you receive. In addition, if you request, we will remove your name and other Personally Identifiable Information from our active databases.

## **Changes to our Privacy Policy**

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.

This policy was last modified on 10 October 2016.

## **Contacting Us**

If there are any questions regarding this privacy policy or data we hold about you, please do not hesitate to contact us using the information below.

Postal Address:

Petro Byleveld

Financial Director  
P O Box 2904, Brooklyn Square  
Pretoria, Gauteng 0075  
South Africa  
Email: [petro@mindmuzik.com](mailto:petro@mindmuzik.com)

Tel: (012) 342 1606.

This Privacy Policy is provided by Mindmuzik Media (Pty) Ltd (registration number 2000/023975/07, registered office 140 Gordon Road, Colbyn, Pretoria, South Africa, 0083) on its own behalf.

References in this Privacy Policy to "Mindmuzik", "we", "us", "our" or similar refer to Mindmuzik Media (Pty) Ltd.