

TERMS OF USAGE AND PRIVACY POLICY FOR THE CHANGE COLLECTIVE WEBSITE

NOTICE FOR USERS OF THE CHANGE COLLECTIVE WEBSITE - OVERVIEW

The Change Collective hereby grants you authorised access to the pages on this website conditional upon your agreement to accept the application of local, national and/or international law or any regulations having the force of law to govern matters between us in relation to this website.

The website is protected by international copyright and other proprietary rights laws. Access to the website is also subject to the terms and conditions set out in these Terms of Usage and subsequent versions. By accessing or using the website in any way or merely browsing the website, you agree to adhere to the conditions set out under in the Terms of Use and Privacy Policy.

If you do not agree to these conditions, please do not use the website.

USER CONDUCT

In using the website you agree to comply with the following rules of conduct:

- (a) Not to post, download for commercial gain, upload, or otherwise transmit any viruses or other harmful, disruptive or destructive files on or through the website;
- (b) Not to interfere with the security of, or disrupt or otherwise cause harm to the website, its system resources, passwords, servers, or networks connected to or accessible on or through the website;
- (c) Not to create a false identity;
- (d) Not to use or try to use another person's or entity's account, identity, password, service, or system without express authorisation from The Change Collective;
- (e) Not to intentionally or unintentionally violate any applicable local, national or international law, or any regulations having the force of law;
- (f) Not to post on or otherwise transmit through the website any explicit or obscene language; language which infringes anyone else's intellectual property rights; discussions of illegal topics; personal attacks on other individuals; personal information about any minors; or other information that The Change Collective, in its sole discretion, deems to be inappropriate for the website.

USER SUBMISSIONS

Please do not post confidential or proprietary information to our website. Any material, information or any other communication you transmit or post to our website will be considered non-confidential and non-proprietary and we will have no liability for it. The Change Collective and its designees will be free to copy, disclose, distribute, incorporate and otherwise use the communications in all data, images, sound, text and other things embodied therein for any and all commercial or non-commercial purposes. Users of our website are prohibited from posting or transmitting to or from this website any unlawful, threatening, libellous, defamatory, obscene, pornographic or other material that would violate any law (please refer to the Terms of Use).

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This website and all content contained herein and/or intellectual property created by The Change Collective are proprietary to, and are the sole property of, The Change Collective.

Unless we have agreed otherwise in writing, you may not copy, modify, reproduce, perform, display, distribute or create derivative versions of:

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- b) the design or layout of the website or individual sections of the design or layout of the website and
- c) The Change Collective trademarks and logos.

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You may not, however, copy, frame, republish, disseminate, download for commercial advantage, upload, transmit, modify, rent, lease, loan, sell, assign, distribute, license, sub-license, reverse engineer, or create derivative works based on this website, its content, unless we agree in writing otherwise. You may not use any meta-tags or hidden text in your own sites which include the The Change Collective name, abbreviated or in full, or of any The Change Collective registered graphics, names or trademarks. In addition, you agree not to use any data mining, robots, or similar data extraction methods within the website.

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PRIVACY POLICY: INFORMATION COLLECTION AND USE

When you visit our website, we do not require you to disclose any personal information automatically. However, if you choose to ask us for certain information, register with us or notify us of a problem, we will then require specific personal information from you. By participating in these transactions, we may ask you for your name, email address, postal address, postcode, daytime and/or mobile phone number, as well as to create and/or maintain a registered user name and number/password.

By registering with us or by submitting your personal data in any other way, you consent to the collection, use and transfer of your information under the terms of this Privacy Policy. However, if at any time you have any queries or concerns about our use of your personal information, please contact us. Our full contact details are at the end of this notice.

The Change Collective is committed to protecting your privacy and to ensuring that we handle any personal data with care, respect and in accordance with legal requirements. In order to do this, we have implemented a number of technical and organisational procedures, which safeguard everyone's interests.

When you give us any personal data on or through our website, you are consenting to its capture for all or some of the following purposes:

- To enable us to provide you with customer/technical support and a range of free resources.
- To enable us to obtain your views about The Change Collective.
- To enable us to complete occasional market surveys or academic research, in which you would have the option to participate on a voluntary basis.
- To enable us to mail information to you about The Change Collective Services (The Change Collective will give you the option to opt-in to receive The Change Collective emails or mailings for marketing or informational purposes).

We do not collect information about our visitors from other sources, such as public records or private organisations, or use personal data for any purpose other than those listed above. We will always ask you when we need information that personally identifies you or allows us to contact you.

If we wish to use your personal data for a new purpose, we offer you the means to consent by indicating in a box at the point on the website where personal data is collected.

Your personal information will be used solely for the purpose of providing you with any Services you have purchased or requested; monitoring and improving the quality of our Services; or for publishing market surveys or academic research. The information you give will be used in accordance with relevant local, national and international legislation covering data protection and freedom of information.

The Change Collective will not disclose the information you provide to any third party for any other purpose other than those listed above without your prior written consent, unless we feel such disclosure is necessary or appropriate to (a) comply with a court order or other legal process; (b) protect our rights or property; (c) limit our potential legal liability; (d) enforce other policies that are part of this website; or (e) comply with an audit request.

Your personal details will not be sold or traded to third parties. In the event of The Change Collective going through a merger, acquisition or partial sale of its assets, users' personal information will, in most cases, be treated as part of the assets transferred. In our case, under these circumstances you would have the right to access and/or delete your personal information (see below).

Retention and Storage of your Information

We generally keep your personal details indefinitely for the purposes that we have mentioned above. However in certain circumstances we may destroy or delete any of your personal information that we hold. Please note that our policies on privacy will be overridden where we are required or permitted to disclose personal information under law or the terms of any court order.

SECURITY

The security of your personal information is of great importance to us. The Change Collective has industry standard security measures designed to protect against the loss, misuse and/or alteration of the information under its control. These include:

- Secure computer storage facilities.
- Use of firewalls and other measures to prevent others from accessing confidential data or accessing The Change Collective' internal networks that store confidential data.

All of our employees who have access to and are involved in the processing of personal data are required to respect the confidentiality of our visitors' data. Unfortunately, the transmission of information via the Internet is not completely secure, and we therefore cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk.

ADDITIONAL WEBSITE USAGE INFORMATION

Cookies

Our website automatically collects cookies. A cookie is a small file which is stored on your computer's hard disk when you visit a website and will typically record a user's preferences.

More information about cookies, including how to block them and/or delete them, can be found at <http://www.cookiecentral.com> and <http://www.AboutCookies.org>.

Log Files

Like most website providers, we analyse server log files to collect statistical information about how our website is used. This information, which includes browser type, Internet Service Provider (ISP), Internet Protocol (IP) and platform type, helps us to make improvements to the user-friendliness of the website and resolve issues with its performance.

Browsers

This website has been tested in different web browsers including:

- Microsoft Internet Explorer 11.0.96
- Mozilla Firefox Version 31.0
- Google Chrome Version 36.0.1985.143

Protection of Children's Information

We do not publish or collect data that is aimed at children.

Following links to other sites from The Change Collective website

Our website may contain links to other sites, mainly those of professional bodies that represent our industry, but also to those of other third parties including our international business partners. The Change Collective is not responsible for the privacy practices within any of these other sites. You should be aware of this when you leave The Change Collective website and we encourage you to read the privacy statements on other websites you visit.

Access to your Personal Information

You may contact The Change Collective if you would like to gain access to, or modify your personal information held by us to ensure that it is accurate and kept up-to-date. You can write to the address shown below. We will not charge for responding to such a request, unless we incur costs in providing the information, in which case we will communicate the fee in advance of providing the information.

Requests may be made in writing to:

Privacy Officer
The Change Collective
PO Box 163
Strathavon
2031
South Africa