

Innoverse Creations (pty) Ltd

Privacy Policy

1. Introduction

We at Innoverse Creations value your privacy and thus we will explain how we will use your information in this policy.

2. Information Needed

In order to provide the best experience to you, we require certain information from you which will be stored securely.

Information needed in the InnC. Syndicate app:

- Name of client
- Surname of client
- I.D number of client
- Business name
- Business address
- Email address
- Cellphone number
- Telephone number
- Fax number
- Logo

3. Using Information Collected

3.1. Information submitted to us will be used for the purposes specified in the policy.

3.2. We may use your personal information to:

- a) Administer our applications and/or website
- b) Send correspondence to you and any other parties that you consent to, about anything that directly affects you, Innoverse Creations and/or any applications developed by Innoverse Creations.
- c) Provide 3rd parties statistical information about our users, but no individual user will be identifiable to those 3rd parties.

4. Disclosing Collected Information

4.1. We may disclose your personal information with any of our employees, agents, sub-contractors and advisors as long as it complies with this policy.

4.2. We may disclose your personal information:

- a) To the extent permitted by law
- b) In relation to any legal proceedings involving you and/or Innoverse Creations
- c) In order to establish, invoke and/or protect our legal rights.

4.3. We will never disclose your personal information to 3rd parties, except those specified in this policy.

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5. International Data Transfer

- 5.1. Information that we collect may be stored and/or processed in any country/region in which we operate in order to provide the most fluid and efficient experience to you.
- 5.2. Information that you upload on our website, InnC. Syndicate, InnC. Expression and/or any other platform provided by us may be made available via the internet around the world. We cannot prevent the misuse of this information by other users.
- 5.3. You explicitly agree to the transfer/processing of information stated in section 5.

6. Retaining Personal Information

- 6.1. This section will explain the Retaining of Personal information process, which is designed to ensure that we fulfil our legal obligations to you about the retention and deletion of your personal information.
- 6.2. Information that we collect and/or process will not be kept longer than is necessary for its purpose or purposes.
- 6.3. Without prejudice to section 6.2 we may delete information on our servers for any one of the following reasons:
 - a) If deemed necessary by an authorised company official as stated in the company policy.
 - b) If the agreement between us and the corresponding party is terminated.
- 6.4. Without hindering the other provisions in this section 6, we may retain personal information for any of the following reasons:
 - a) To the extent that is permitted and/or required by law.
 - b) If we believe that the documents may be relevant to any ongoing legal proceedings.
 - c) In order to establish, invoke and/or protect our legal rights.

7. Security of Personal Information

- 7.1. We will take reasonable technical and organisational precautions to prevent the misuse, loss or exploitation of your personal information.
- 7.2. We will store all the personal information you provide on our secure (Password and firewall protected) servers.
- 7.3. All electronic financial transactions passing through our website will be protected by encryption technology.
- 7.4. You acknowledge that the transmission of data through the internet is insecure and we cannot guarantee the security of data sent over the internet.
- 7.5. You are responsible for keeping your password/s required to make use of your services confidential. We will never ask for your password except when login in to one of our services.

8. Amendments

- 8.1. We may update this policy on certain occasions by publishing a new version on our website.
- 8.2. We may notify you of changes to this policy by email/phone or any other contact medium you provided us.

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9. Your Rights

- 9.1. You may instruct us to provide you with any information that we have stored about you. Such provision will be subject to:
 - a) The payment of a fee.
 - b) Appropriate evidence verifying your identity. (Certified I.D/Passport document and proof of residence).
- 9.2. We may withhold personal information about you to the extent permitted by law.
- 9.3. You may instruct us at any time not to process your personal information for marketing purposes.

10.Third Parties

- 10.1. Our website may contain hyperlinks to, and details of third party websites.
- 10.2. We have no control over, and are not responsible for the privacy policies and practices of third party websites.

11.Our Details

- 11.1. The websites www.innoversecreations.com and www.innczone.com are owned and operated by Innoverse Creations (pty) Ltd.
- 11.2. We are registered in South Africa under registration number 2015/000468/07
- 11.3. You can contact us by using our website contact form.