

PRIVACY POLICY

We're committed to the confidentiality and security of any personal information you provide us with.

There's nothing more important to us than our relationship with you. We're committed to the confidentiality and security of any personal information you provide us with. This privacy policy explains how we protect your information. It also describes the choices available to you regarding the use of, your access to, how to update and correct your personal information. OPUS ("The Service") online services and the web site <http://app.opus4business.com/> are provided by AP.POINT cc ("The Company"). The Company is committed to protect the privacy of its customers and this Privacy Policy outlines what kind of information we collect and the way that we may use it. The use of information collected through our service shall be limited to the purpose of providing the service for which the Clients has engaged The Company.

Information Collection and Use

In order to use The Service, we need you to provide us with information such as; your name, user code and email address. The company also collects application usage statistics.

Information Related to Data Collection through The Service

The Company collects information under the direction of its clients, and has no direct relationship with the individuals whose personal data it processes. We collect information for our clients, if you are a customer of one of our clients and would no longer like to be contacted by one of our clients that use our service, please contact the client that you interact with directly.

The Company may transfer personal information to companies that help us provide our service. Transfers to subsequent third parties are covered by the provisions in this policy regarding notice and choice and the service agreements with our clients.

We acknowledges that you have the right to access your personal information. The Company has no direct relationship with the individuals whose personal data it processes. An individual who seeks access, correct, amend, or delete inaccurate data should direct his query to the Company's client (the data controller). If the client requests Company to remove the data, we will respond to their request within 30 business days.

When you download and use our Services, we automatically collect information on the type of device you use, operating system version, and the device identifier (or "UDID").

We may also occasionally send you push notifications through our mobile application to send you updates, and other service related notifications that may be of importance to you. You may at any time opt-out from receiving these types of communications by turning them off at the device level through your settings.

Information Sharing

The Company will not sell this information, rent it or exchange it with any third party. We will share your personal information with third parties only in the ways that are described in this privacy policy. The Company uses the information that was gathered in order to service you.

If requested by law, The Company holds its right to share your information with the authorities; as required by law, such as to comply with a subpoena, or similar legal process; when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety

of others, investigate fraud, or respond to a government request; to any other third party with your prior consent to do so.

The Company will transfer information, and will notify you about it, in any case that it will be acquired or merged with another company. You will be notified via email and/or a prominent notice on our site of any choices you may have regarding your personal information.

Please be informed that The Company uses third party vendors and hosting partners to provide the necessary hardware, software, emailing, networking, storage, and related technology required to run The Service. These companies are authorized to use your personal information only as necessary to provide these services to us.

Opt-out Preferences

The Company will use the email provided in the registration process in order to send a welcome email, billing and invoice information and news and updates. If you wish to subscribe to our newsletter, we will use your name and email address to send the newsletter to you. Out of respect for your privacy, you may choose to stop receiving our newsletter or marketing emails by following the unsubscribe instructions included in these emails, accessing the email preferences in your account settings page or you can contact us.

We will also send you service related email announcements on rare occasions when it is necessary to do so. For instance, if our service is temporarily suspended for maintenance, we might send you an email. You do not have an option to opt out of these emails, which are not promotional in nature.

Cookies and other Tracking Technologies

Technologies such as: cookies or similar technologies are used by The Company and our service providers. We use cookies for remembering users' settings on our website and for authentication. Users can control the use of cookies at the individual browser level. If you reject cookies, you may still use our site, but your ability to use some features or areas of our site may be limited.

As is true of most web sites, we gather certain information automatically and store it in log files. This information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, the files viewed on our site (e.g., HTML pages, graphics, etc.), operating system, date/time stamp, and clickstream data. We do link some of this automatically-collected data to personal information. We do this to improve services we offer you, to improve marketing, analytics, or site functionality.

We use mobile analytics software to allow us to better understand the functionality of our Mobile Software on your phone. This software may record information such as how often you use the application, the events that occur within the application, aggregated usage, performance data, and where the application was downloaded from. We do not link the information we store within the analytics software to any personal information you submit within the mobile application.

Collection and Use of 3rd Party Personal Information

You may also provide personal information about other people, such as their name, email address and phone number. This information is only used for the sole purpose of completing your request or for whatever reason it may have been provided.

Changes To This Policy

The Company may update this Privacy Policy from time to time. In any case of a significant change in the way personal information is used that is outlined in this Privacy Policy, we will alert the primary account owner via email prior to the change becoming effective. We may update this privacy policy to reflect changes to our information practices. We encourage you to periodically review this page for the latest information on our privacy practices.

User Access and Choice

Upon request Company will provide you with information about whether we hold any of your personal information. If your personal information changes, or if you no longer desire our service, you may correct, update, or delete it by making the change on our member information page or by contacting us by telephone or postal mail at the contact information listed below. We will respond to your request to access personal information within 30 days.

We will retain your information and personal data we process on behalf of our clients for as long as your account is active or as needed to provide you services. Please contact us if you wish to cancel your account or request that we no longer use your information to provide you services. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Security

The security of your personal information, location information and clients' information is important to us. When you enter sensitive information, or use the Service, we follow generally accepted standards to protect the personal information submitted to us, both during transmission and once we receive it. However, no method of transmission over the Internet, or method of electronic storage, is 100% secure. Therefore, we cannot guarantee its absolute security. If you have any questions about security on our site, please contact us at support@ap-point.co.za or +27 (031) 566-5464.

Contact Us

If you have any questions or concerns regarding this Privacy Policy, the practices of this web site or your dealings with this web site, please contact us using the information below:

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Policy effective July 10th, 2017