PRIVACY POLICY

Workspro™ by **Contesto** (Pty) Ltd ("Contesto", "we", "us", or "our") is committed to protecting the personal information you share with us. This Privacy Policy explains how we collect, use, store, and safeguard your information when you visit our website, contact us, or engage with our services.

1. Information We Collect

We may collect the following types of information:

- **Personal Identifiable Information (PII):** Name, email address, phone number, company name, job title, and any details you voluntarily provide when contacting us or filling out forms.
- **Technical Information:** Browser type, IP address, device details, pages visited, date and time of visits, referring pages, and interaction data.

2. How We Collect Information

We collect information through:

- **Direct Input:** When you contact us, send enquiries, complete forms, or communicate directly with our team.
- **Cookies:** Small files stored on your device to enhance site functionality and user experience.
- **Analytics Tools:** We use Google Analytics and similar tools to understand website performance and usage patterns.

3. How We Use Your Information

We use collected information to:

- Provide, operate, and maintain our website and services.
- Respond to enquiries and provide support.
- Improve website performance, functionality, and user experience.
- Communicate with clients, partners, or suppliers.
- Perform analytics and operational improvements.
- Comply with legal and regulatory requirements.

4. How We Share Your Information

We do not sell or trade your personal information. We may share information only in the following cases:

- **Service Providers:** Third-party providers supporting hosting, security, analytics, or IT infrastructure.
- **Legal Requirements:** When required by law, regulation, or legal process.

5. Cookies

We use cookies to enhance website functionality and user experience. You can manage or disable cookies in your browser settings. Some website features may not work correctly if cookies are disabled.

6. Data Security

We implement technical and organisational measures to safeguard personal information. While we take reasonable precautions, no method of electronic transmission or storage is completely secure.

7. Your Rights Under POPIA

- **Right of Access:** Request access to personal information we hold about you.
- **Right to Correction:** Request correction of inaccurate or incomplete information.
- **Right to Deletion:** Request deletion of personal information where legally appropriate.
- **Right to Object:** Object to certain types of processing.
- **Right to Withdraw Consent:** Withdraw previously granted consent at any time.

8. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for their privacy practices or content. Please review those sites' policies before providing personal information.

9. Children’s Privacy

Our website is not intended for individuals under 18. We do not knowingly collect information from minors.

10. International Access

If you access our website from outside South Africa, please note that your information may be stored and processed in South Africa where our servers are located.

11. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Updated versions will be posted on this page with a revised “Last Updated” date.

12. Contact Details

If you have any questions regarding this Privacy Policy, you may contact us at:

Contesto (Pty) Ltd

Information Officer: **Mr Hannes Fourie**

Phone: **+27 (0)11 431 2211**

Email: **info@contesto.co.za**

Address: **77 Park Drive, Johannesburg, Gauteng, South Africa**