



INLEXSO PROPRIETARY LIMITED
(“inlexso”)

Website Terms and Conditions of Use

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1. INTRODUCTION

INLEXSO PROPRIETARY LIMITED (“inlexso”, “us”, “our” or “we”) is a South African company which consists of a group of attorneys, advocates and compliance specialists, specialising in the delivery of legal, corporate governance, risk, compliance management and legal transcription services¹.

Our details are:

Registered company name: INLEXSO PROPRIETARY LIMITED

Company registration number: 1999/014204/07

www.inlexso.co.za

inlexso’s Website Terms and Conditions (“these Terms and Conditions”) provide for matters concerning access to and use of inlexso’s website, i.e. www.inlexso.co.za (“our /the /this Website”).

inlexso is committed to protecting the Personal Information of all using and accessing our Website.

By accessing and using our Website, you agree to be bound to these Terms and Conditions.

When accessing and using our Website, inlexso, its consultants, employees and subcontractors, affiliates and/or Third Parties process (which includes collecting, using and disclosing) Personal Information of Users for the purposes stated in these Terms and Conditions. **If a User does not agree with inlexso’s processing activities described in these Terms and Conditions, that User must not use our Website.**

The Personal Information we collect is used for providing and improving our services. We will not use or share User’s information with anyone except as described in clause 4 (Privacy Notice).

2. COPYRIGHT/ INTELLECTUAL PROPERTY

The Content in our Website is subject to our copyright and should not be copied, published or shared without obtaining permission from us.

Users are welcome to print pages from our Website for personal use but no part of our Website may be reproduced or transmitted for any other purpose.

¹ Inlexso Transcription Service - a division of inlexso that delivers transcription services.

3. DISCLAIMER/ NO WARRANTY

Our Website does not provide any legal advice.

From time to time our Website may feature Content related to the law and legal developments. Such Content is intended to provide general guidance only and should not be regarded as a substitute for taking legal advice in relation to User's particular circumstances.

We will not be liable for any loss or damage suffered if a User relies on the Content of our Website. Users are advised to take security measures to avoid suffering any damage that may occur from the use of our Website.

Users hereby indemnify and hold inlexso harmless from and against any claims, costs, damages, expenses, and liabilities arising from our Website or the User's use of the Website or the User's violation of these Terms and Conditions.

4. PRIVACY NOTICE

4.1. Personal Information

For a better experience while using our Website, we may require Users to provide us with certain Personal Information, including but not limited to your name, phone number, email and postal address. **Please note that you are not obliged to provide any such Personal Information, but it may be required in order to have a better experience of our Website.**

The Personal Information we collect will be used to contact or identify you when subscribing to services, such as receiving updates, registering for our training courses or contacting us.

We may process Personal Information if it is in your legitimate interest or our legitimate interest to do so. We may also process Personal Information when you give us your consent to do so and we will not keep your information for longer than necessary.

4.2. Accessing, rectifying and/or erasing Personal Information

Users have the right to access, rectify and erase their Personal Information processed by us.

A User may also ask us to erase any information we have about such User but we might refuse if we need such Personal Information to protect our rights, or if a law forces us to keep it. If we refuse to erase the User's Personal Information, we'll notify the User that we haven't erased it and give reasons why we need to keep it.

Users also have the right to withdraw consent from us to use such User's Personal Information.

Please use the form in **Annexure A** to make such a request and e-mail it to the Information Officer at: compliance@inlexso.co.za.

4.3. Marketing

The Personal Information a User provides on our Website may be used by us for marketing purposes. We will offer Users the opportunity to choose whether or not to have the Personal Information used in this way.

A User may at any time choose not to receive marketing materials from us by following the unsubscribe instructions included in marketing e-mails. A User may unsubscribe when we call for marketing purposes or requesting to do so by e-mail at compliance@inlexso.co.za.

Users may also request a record of all of the Personal Information relating to them that has been collected in accordance with these Terms and Conditions.

4.4. Security

We will implement reasonable security measures based on the sensitivity of the Personal Information we hold.

We will take all appropriate, reasonable and technical measures to safeguard Users' Personal Information to prevent loss of, damage to or unauthorised destruction of or unlawful access to or processing of the User's Personal Information.

We will regularly monitor our systems for possible vulnerabilities and attacks, but we cannot guarantee that no system breach will occur to any of our physical and technical safeguards. If something should happen, we have taken steps to minimise the threat to Users' privacy.

We will notify Users affected by any breaches of Personal Information and inform them on how they can help to minimise the impact.

5. LOG DATA

Whenever Users use our Website, we collect information that a User's browser sends to us that is called 'Log Data'. This Log Data may include information such as the User's computer's Internet Protocol ("IP") address, browser version, pages of our Website the User visited, the time and date of the User's visit, the time spent on those pages and other statistics.

6. USE OF COOKIES

Our Website uses Cookies to improve the User's experience while navigating through the Website. These Cookies ensures basic functionalities and security features of the website and do not store any Personal Information. These cookies will be stored in your browser only with your consent.

A User can choose to accept or decline Cookies on our Website, however, this may prevent the User from taking full advantage of our Website.

We may use traffic log Cookies to identify which pages are being used more in order to tailor it to our clients' needs and improve our Website. We only use this information for statistical analysis purposes, where after the data is removed from the system.

7. SERVICE PROVIDERS

We employ third-party companies and individuals ("Third-Parties") to maintain and facilitate our Website. Personal Information collected and processed on our Website is accessed by these Third-Parties. The reason is to perform tasks assigned to them on our behalf. However, they are obligated not to disclose or use the Personal Information for any other purpose.

From time to time, our Website may also include links to other websites. These links are provided in order to enhance the interest of other featured Content and are not intended to signify that we endorse or otherwise have any responsibility for the Content of the linked website.

8. APPLICABLE LAW

These Terms and Conditions and the use of our Website are governed and construed in accordance with the laws of the Republic of South Africa. The User irrevocably and unconditionally agrees to the jurisdiction of the courts of the Republic of South Africa in regards to all matters arising from these Terms and Conditions and the use of our Website.

9. UPDATING THESE TERMS AND CONDITIONS

We will update these Terms and Conditions from time to time by posting the latest version on our Website.

The most recent version of these Terms and Conditions applies.

You will be subject to that version of these Terms and Conditions that is applicable at the time you used our Website.

Older versions of these Terms and Conditions and the dates on which they were effective are available on request.

10. CONTACT US

Where a User has any questions or require information from us, or if they want to access, rectify and erase their Personal Information that is held by us, kindly e-mail inlexso's Information Officer on compliance@inlexso.co.za.

11. USEFUL TERMS

Content	textual, visual, or audio content that forms part of the User experience on our Website. It includes, among other things, text, images, sounds, videos, and animations.
Personal Information	<p>means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to-</p> <ul style="list-style-type: none"> • information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person; • information relating to the education or the medical, financial, criminal or employment history of the person; • any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person; • the biometric information of the person; • the personal opinions, views or preferences of the person; • correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; • the views or opinions of another individual about the person; and • the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person
User(s)	a person(s) accessing, visiting and using our Website.
Third Parties	any natural or juristic person who is not the requester of the information, nor the body to whom the information request is made.

ANNEXURE A: ACCESS, RECTIFICATION AND/OR ERASURE OF PERSONAL INFORMATION

Please Note:

1. The Information Officer may require you to provide an affidavits or other documentary evidence as applicable in support of the objection prior to processing your request.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x".	
Request for:	
	Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party
	Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information

Please submit the completed form to the Information Officer:	
Details of Data Subject	
Name & Surname	
Identity Number	
Residential Address	
Contact Number	
Email Address	
Details Responsible Party	
Registered name of responsible party:	
Residential, postal or business address:	
Contact number(s):	
Fax number/ E-mail address:	
Information to be Corrected/ Deleted/ Destroyed/ Destroyed	

Reasons for Correction or Deletion of the Personal Information about the Data Subject in terms of Section 24(1)(a) which is in Possession or Under the Control of the Responsible Party; and or Reasons for Destruction or Deletion of a Record of Personal Information about the Data Subject in terms of Section 24(1)(b) which the Responsible Party is no Longer Authorised to Retain. <i>(please provide detailed reasons for the request)</i>

Signed at _____ on this _____ day of _____ 20__.

Signature of the data subject

Please complete and e-mail to compliance@inlexso.co.za .