



# PRIVACY POLICY

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Swift Human Resources is committed to safeguarding the privacy of the users of the Site.

Swift Human Resources privacy policy, which forms part of the Site Terms' & Conditions of Swift Human Resources in so far as it relates to the [www.swifthr.co.za](http://www.swifthr.co.za) Site (the "Site").

Swift Human Resources has reasonable security measures in place to protect against the loss, misuse and interception by third parties of the information under our control, but, to the extent allowed by law, Swift Human Resources assumes no liability for any loss or damages you or anyone else may suffer as a result of interception, alteration or misuse of information transmitted over the Internet.

The above wording limits and excludes obligations, liabilities and legal responsibilities of Swift Human Resources, and also limits and excludes your rights and remedies and places various risks, liabilities, obligations and legal responsibilities on you.

By using the Site, you are consenting to this privacy policy and the collection, use and disclosure of your personal information by Swift Human Resources as outlined in this privacy policy. If this privacy policy is not acceptable to you, please do not submit any of your personal information.

If you have any request concerning your personal information, wish to make any amendment to your personal information or have any queries with regard to these practices please contact us by sending an email to [info@swifthr.co.za](mailto:info@swifthr.co.za)

If we make any changes to this privacy policy, we will post them on this page.

## **INFORMATION COLLECTED**

We may choose to collect personal information from you via the Site through the use of enquiry and registration forms and every time you e-mail us your details.

## **USE AND DISCLOSURE OF PERSONAL INFORMATION**

We may process personal information collected via the Site for the purposes of conducting market consultation exercises; or providing you with information about new developments on or any changes to the services provided via the Site.

If you do not wish to receive information about our products or services, please indicate this in the appropriate box when providing us with your details (if applicable to this Site).

We may also use information in aggregate form (so that no individual user is identified) to -

- build up marketing profiles
- aid strategic development
- manage our relationship with advertisers
- audit usage of the Site.

We may disclose your personal information to third parties where: we have your consent; we use third parties to assist us in providing services and you have elected to receive one of those services. The third party would only be allowed to use your information for the purposes of providing that service to you; or we are compelled by law or a court order to do so, or if we believe that such action is necessary for the purposes of the legitimate interest pursued by Swift Human Resources, to protect and defend the rights, property or safety of Swift Human Resources, the Site, visitors to the Site or others.

## **LAW ENFORCEMENT AUTHORITIES**

We may, in our discretion, contact law enforcement authorities if we believe that anything unlawful is occurring in connection with the Site. In this process, we may provide the law enforcement authorities with any personal information that is held by us.

## **USE OF COOKIES**

Cookies may be placed on your computer when you both visit and register on the Site. A cookie is a small piece of information sent by a web server to a web browser, which enables the server to collect information back from the browser.

Find out more about the use of cookies on [www.cookiecentral.com](http://www.cookiecentral.com).

Swift Human Resources may use cookies to identify you when you access the Site and to build up a demographic profile. The use of cookies also allows registered users to be presented with a personalised version of the Site.

By your use of the Site you agree that Swift Human Resources may use cookies.