

We are committed to ensuring your personal information is protected and used only in accordance with this privacy policy.

Introduction

Our privacy policy explains what personal information we collect, why we collect, how we protect, how we use it and the rights you have over your information.

In this privacy policy, when we refer to "DiscoverU", "us", "we", or "our", we mean DiscoverU (a company incorporated in South Africa). This privacy policy sets out how DiscoverU uses, processes and protects any information we collect from you, or that you provide to us when using this website.

By using our website, you consent to our collection and use of your information as described in this policy. DiscoverU is the data controller of the processing of all personal information that we collect through this website.

This policy may change from time to time, so please check this page for any updates. If you have any comments, questions or concerns regarding this policy, please email us at info@DiscoverU.global or contact us using our contact details on our contact us page.

What information do we collect?

The personal information we collect and process from you is to provide you with information or services that you have requested, including job applications. This information we collect and process will include the following:

- Contact details which will include your name, email address, organisation, phone number, physical address, employment and any information you provide us in our correspondence.
- Business information which will include banking details, organisational information and any general information you provide in carrying out day to day operations including invoicing, sales, proposals and any other communication or correspondence
- IP address information, social handles and usernames

How do we collect information?

We use different methods to collect data and information about you. These will include:

- Attending meetings or by you visiting our offices
- Submitting data through our website, such as a contact form or subscribing to our newsletter
- Job applications
- Email correspondence
- Telephone conversations
- Letters or paper communications
- Social media engagements
- Third parties where you have provided consent
- Sales or marketing requests for our products or services
- Events such as trade shows, talks or conferences

How do we use your personal information?

We use your personal information to better understand your needs and to provide you with information or services that you have requested. This information will also enable us to provide you with a better service. The main reasons we may use your information include:

- To provide you with information for our products and services
- To provide you with support, updates or information about your website or application
- To send you promotional emails or newsletters about our press releases, latest work, new products, offers or content we think you will find interesting to communicate with you
- For general record keeping
- Where we require to enter a business contract together

You may unsubscribe from any communication at any time. Please contact us if you wish us to remove your information from our records.

How do we secure your personal information?

We take the protection of your data seriously and do our best to protect your personal information, however it is important to note that the transmission of data over the internet is not completely secure. We have put in place appropriate technical, security and organisational measures, including encryption, to protect your personal information and privacy.

Your personal information is protected using a combination of physical and IT security controls, including access controls that restrict and manage the way in which your personal information and data is processed, managed and handled. Whilst we cannot guarantee the security of your personal information, we commit to taking all reasonable steps to do so.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer or device. We use cookies to collect information from you anonymously and allow us to customise your use of the website and provide feedback to improve our website. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not.

For more information regarding our Cookies, please see our Cookie Policy

Links to third party websites

We may provide links to other websites of interest which are not operated and controlled by DiscoverU. These may include our partner networks or affiliates. Once you have used these links to leave our website, please note that we do not have control over the other website. We are not responsible for these third party websites, their content or how they collect or use your personal information.

Third party websites may have their own privacy policies explaining how they use and share your personal information. You should exercise caution and review the privacy policies for the website you link to before you continue using the website. We do not make any representation about third party websites.

Sharing your information with third parties

We will not share your personal information with any other third party organisation or person without your consent.

International transfer of your data

We may send your information outside the European Economic Area (EEA) to other office locations. Where your personal data are transferred or accessed outside the EEA, we will ensure the appropriate protection and safeguards are put in place.

How long do we retain your data?

We only retain your data for as long as we deem necessary in order to fulfil the purposes we collected it for, including the purposes of any legal, accounting or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

When the purposes we collected the data for have ended we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

Opting out

We only retain your data as long as we deem necessary in order to fulfil the purposes we collected it for, including the purposes of any legal, accounting or reporting requirements.

Can I access the information you hold?

Based on this Privacy Policy, you are entitled to know whether we hold information about you and if we do hold information about you, you are entitled to:

- See what data we hold about you, if any
- Change or correct any data we hold about you
- Ask us to delete any data we hold about you
- Express any concern about our use of your data

Please email us at info@DiscoverU.global or use our contact information that can be found on our contact us page.

Contact us

If you have any questions or concerns about this Policy, please email us on info@DiscoverU.global or use our contact information on our contact us page. We will get back to you as soon as possible.

Changes to this Privacy Policy

We will review and update this privacy policy from time to time. We therefore ask you to check it occasionally to ensure that you are aware of the most recent version that will apply each time you access this website.

Our policy was last updated on 22 July 2022.