

PRIVACY POLICY

Privacy Policy for all users of driving.co.za

Thank-you for using driving.co.za. In order to safeguard your privacy and personal information, we adhere to a strict privacy policy. Should you have any queries in this regard, please email info@driving.co.za with your enquiry.

1. Information collected and stored during public browsing sessions

When you visit our web site to read pages or download information and you either do not have a driving.co.za online profile or you are not logged into your profile, we automatically collect and store the following non-identifying information in order to monitor site performance and identify potentially harmful activity:

- The Internet protocol (IP) address from which you access our web site.
- The type of web browser you are using and the operating system.
- The date and time our site is accessed;
- The pages visited;
- We do not perform any cross-checking with any database to attempt to identify individuals who are browsing the website. This does not apply where users have voluntarily supplied personally identifying information in order to use certain website functionality.

2. Information collected and stored while you are logged into your driving.co.za profile

When you are logged into your driving.co.za profile, we automatically collect all the information listed in (1) above, plus:

- Any information you enter into any web form or questionnaire, including changes to profile settings;
- Any errors generated by your profile while you are logged in;
- Any attempts to circumvent site security measures or use resources you are not authorised to access;
- Course progress and scores;
- Data and course results calculated or derived from any information we have collected;
- Details about your current login session, which may be stored on your device as a cookie;

The information described in this paragraph 2 is used to identify you personally and link your activities with your driving.co.za profile. It is also used to generate statistical feedback and reports for your employer, where applicable. You may be identified personally in such reports, which will only be made available to your employer.

3. Personal information in e-mails and web-based forms

When you send us an e-mail containing personal information or make an enquiry using a web-based form on our public-facing website (excluding the password-protected driving.co.za online training system) which requires personal information to be entered, we use the information you provide only to assist in answering your query.

It may be necessary for us to refer the information in your e-mail or enquiry to a third party to assist in answering your query, but we will, except where requested otherwise by yourself, remove your personally identifying information from the e-mail or enquiry before forwarding it to a third party.

4. Personal information provided by trainees

If you are a driving.co.za trainee using the driving.co.za online training system as part of a training initiative implemented by your employer, input you provide to the system and your results are shared with representatives of your employer who are authorised to receive it. This information is provided both as personally-identifying records of your progress and as part of broader reports which may or may not identify you personally. Such information will not be shared with any other third party without your express permission.

5. Personal information stored by us in databases

Information supplied by you may be stored in databases accessible from the Internet. These databases are located on our server situated in a secure data centre and accessible to the Internet only over a secure connection. Access to these databases is restricted to authorised driving.co.za employees whose contracts of employment provide for severe disciplinary measures, including dismissal, in the event of improper handling of information. Your employer may also have access to these databases to assist in management of training programmes.

While we have implemented extensive measures to minimise the risk of intrusion, no Internet-facing database can be guaranteed secure against attacks. In the event of such an attack, your personally identifying information may be unlawfully obtained by unauthorised third parties.

6. E-commerce transactions

All information provided to us during e-commerce transactions is only available to authorised driving.co.za staff. No financial information such as credit card numbers is retained by us.

7. Website security

We use software programs to detect unauthorised changes or uploads, or other damage to our site.