

# Privacy Policy

**Effective Date: October 2023**

Your privacy is important to us. It is Timeware's policy to respect your privacy regarding any information we may collect from you across our website, <https://www.timeware.com.na>, and other sites we own and operate.

## 1. Information We Collect

We only ask for personal information when we truly need it to provide a service to you. We collect it by fair and lawful means, with your knowledge and consent. We also let you know why we're collecting it and how it will be used.

We may collect the following types of information:

- **Personal Information:** Name, email address, phone number, or other similar information.
- **Log Data:** This includes information such as your computer's Internet Protocol ("IP") address, browser version, and pages of our Service that you visit, the time and date of your visit, the time spent on those pages, and other statistics.
- **Cookies:** Cookies are files with a small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your computer's hard drive.

## 2. How We Use Your Information

We use the information we collect in various ways, including to:

- Provide, operate, and maintain our website.
- Improve, personalize, and expand our website.
- Understand and analyse how you use our website.
- Develop new products, services, features, and functionality.

## 3. Third-Party Services

We may employ third-party companies and individuals for various reasons, such as to facilitate our website, provide the website on our behalf, perform website-related services, or assist us in analysing how our website is used.

## 4. Security

We value your trust in providing us your personal information, thus we are striving to use commercially acceptable means of protecting it. But remember that no method of transmission over the internet or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security.

## 5. Links to Other Sites

Our website may contain links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

## **6. Changes to This Privacy Policy**

We may update our Privacy Policy from time to time. Thus, we advise you to review this page periodically for any changes. We will notify you of any changes by posting the new Privacy Policy on this page. These changes are effective immediately after they are posted on this page.

## **7. Contact Us**

If you have any questions or suggestions about our Privacy Policy, do not hesitate to contact us at [Support@timeware.com.na](mailto:Support@timeware.com.na).