

PRIVACY POLICY

This Privacy Policy applies to all information collected by Associates Outsourced. For the purpose of this Policy, "**we**", "**us**" and "**our**" shall refer to Associates Outsourced.

1. **Application of Policy**

- 1.1 By providing information to Associates Outsourced you agree to the terms of this Policy in force at the material time.
- 1.2 From time to time, Associates Outsourced will update this Policy to ensure that this Policy is consistent with any changes in legal requirements. You are encouraged to periodically review this Policy to be informed of how Associates Outsourced is protecting your information.

2. **Types of Personal Information collected**

- 2.1 Associates Outsourced will only collect, use or disclose personal information about an individual which it reasonably considers necessary for the purposes of its activities and/or operations.
- 2.2 Personal information is any information that can identify an individual or information about an identifiable individual, such as an individual's address, telephone number, or transaction/activity in relation to the Engagement. Associates Outsourced may collect identifying information, as above stated depending on Associates Outsourced's Engagement.

3. **How we collect your Personal Information?**

Information is collected from you when you apply, register for and/or access any of the services made available on or via this website.

4. **What is the information used for?**

- 4.1 Information which you provide to us may be used for the following purposes:
 - 4.1.1 to communicate with you and to respond to your requests and queries;
 - 4.1.2 to verify and process your personal particulars and payments;
 - 4.1.3 to enforce contractual and legal rights and obligations;
 - 4.1.4 to send you information, notifications, updates and reports in relation to the requested Engagement;
 - 4.1.5 for legal compliance purposes, the requests of law enforcement and regulatory officials, or orders of court; and
 - 4.1.6 for any other purposes for which we have obtained your consent.
- 4.2 Associates Outsourced **does not** sell, rent or lease its member/user lists to third parties. Associates Outsourced may share data with trusted partners (such as our Freelancers) in order to administer your Engagement, send you notifications or provide customer support. All such third parties are prohibited from using your personal information except to provide these services to Associates Outsourced, and they are required to maintain the confidentiality of your information.

5. **Security of your Personal Information**

Associates Outsourced protects your personal information from unauthorised access, use or disclosure. Associates Outsourced stores the personally identifiable information you provide on computer servers in an offline environment. Associates Outsourced will not share your personal information with third parties without your permission, except if required by law or a court order to do so.

6. **Link to other Websites**

This website contains hyperlinks to other websites, the data protection and privacy practices of which may differ from those of Associates Outsourced. Associates Outsourced is not responsible for the content and privacy practices of such websites, and encourages you to consult the privacy notices of those sites.