

TERMS OF BUSINESS

1. Navigate reserves the right to cancel workshops and events if the required number of attendees are not met. In this instance, if you registered for the event and paid the full amount, you will receive a full refund.

2. It is the responsibility of the learner to submit their certificate of attendance to the respective professional body for awarding of CPD points.

3. Due to the nature of the workshops and the availability of local and international facilitators, the following cancellation policy will apply –

3.1 Registration cancellation within 5 days of the training commencement date, 100% of the amount will be forfeited.

3.2 Registration cancellation within 10 days of the event, 50% of the training commencement date will be forfeited.

3.3 Registration cancellation within 30 days of the commencement of the training date, full amount will be refunded to you.

4. Where no refund is applicable, a substitute learner may attend in your place, provided that Navigate is made aware of the substitute learner 24 hours prior to the event.

4. You hereby provide consent to Navigate to process your personal information in terms of the Protection of Personal Information Act. Your information will be used for registration and communication purposes which will include email communication regarding regulatory updates and training events. You may unsubscribe at any time, should you no longer wish to receive email correspondence from Navigate.

5. For learners registered with the International Compliance Association, you hereby provide consent to Navigate and the International Compliance Association to process your personal information in terms of regulatory requirements applicable in South Africa and the UK. Your information will be used for registration and communication purposes which will include email communication regarding regulatory updates and training events. You may unsubscribe at any time, should you no longer wish to receive email correspondence from Navigate.

Privacy Statement

Navigate Training and Consulting (Pty) Ltd, trading as "Navigate compliance" incorporating all of its operating entities and employees, respects your privacy. This privacy statement is meant to help you understand what data we collect, why we collect it, and what we do with it.

Navigate subscribes to the conditions of the Protection of Personal Information Act (POPIA) as well as the principles set out in Section 51 of the Electronic Communications and Transactions Act, 2002 (under its Privacy Policy), to make sure that you are always protected when supplying us with personal information.

Methods of processing

Navigate processes the data of data subjects in a proper manner and shall take appropriate security measures to prevent unauthorised access, disclosure, modification, or unauthorised destruction of the data.

Data processing is carried out using computers and/or IT-enabled tools, following organisational procedures and modes strictly related to the purposes indicated. In some cases, the data may be accessible to certain types of persons in charge, involved with the operations of Navigate or external parties (such as third party technical service providers, mail carriers, hosting providers, IT companies, communications agencies) appointed, if necessary, as data processors by Navigate.

Use of collected data

- Navigate will not collect, collate process or reveal your personal information without your permission, unless we are legally required to do so.
- We will only request, collect, collate process or store your personal information if it is lawful for us to do so.
- If we need your personal information, we will disclose the reason to you in writing. In addition, we will not reveal your personal information for any purpose other than the one we inform you of. We will also not give your personal information to a third party without your consent, unless we are legally required to do so.
- We will keep a record of your personal information for the purpose it is intended.
- We will make every effort to make sure that your personal information is kept confidential and secure, by storing it on our secure databases.
- We keep all recorded personal information strictly confidential. This means that we will not disclose this information to any third party that has no right to it.

Our Website

- We take reasonable and necessary precautions to secure your personal information.
- Using this website is entirely at your own risk.
- Navigate will not be held legally responsible for any personal information that you reveal to a third party. It is important that you refer to that third party's privacy statement before you reveal any of your personal information.

Analytics

- Services contained in this section enable Navigate to monitor and analyse web traffic and can be used to keep track of user behaviour.
- Google Analytics may be used. These are web analysis service providers that utilize the data collected to track and examine the use of the Navigate website, to prepare reports on its activities to improve the site's user experience and performance. Each web service provider is responsible for adherence to relevant data protection rules which can be obtained via their own Privacy Policy <https://policies.google.com/privacy?hl=en&gl=uk>

Cookies and usage data

- Place of processing: South Africa
- For learners registered with the International Compliance Association, personal information will be processed in the United Kingdom. The International Compliance Association's legal information can be found here <https://www.int-comp.org/>

- A cookie is a small text file stored on your device by the website you are visiting.
- The Navigate website may make use of cookie and tracking technology, where information that you send while on the website, is saved on your hard drive. This allows the Navigate website to recognise you on your next visit. This technology is useful for gathering information, such as the type of browser and operating system you use. The information will enable us to track the number of visitors to our website and understand how visitors use it. Personal information cannot be collected via cookie technology.
- You can limit the collection of your information by disabling cookies on your browser. You may also be able to modify your browser settings to require your permission each time a site attempts to set a cookie. However, Navigate relies on cookies to enable certain functionality. If you choose to disable cookies, you will still have access to the website and its functions, but some of the services available on our website may not work properly.
- This privacy statement may be amended from time to time without any notice to you. Every time you register for a event or workshop, you will be required to attest to the privacy statement that is current at that moment.

Disclaimer

- Apart from the provisions of sections 43(5) and 43(6) of the Electronic Communications and Transactions Act, as amended, Navigate nor any of its agents or representatives shall be liable for any damage, loss or liability of whatsoever nature arising from the use or inability to use this web site or the services or content provided from and through this web site. Furthermore, Navigate makes no representations or warranties, implied or otherwise, that, amongst others, the content and technology available from this website are free from errors or omissions or that the service will be 100% uninterrupted and error free. Users are encouraged to report any possible malfunctions and errors to the webmaster.
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- Neither Navigate nor any of its agents, training partners, contractors and representatives shall be liable for any damage, loss or liability of whatsoever nature arising from the use or inability to use this web site or the information on this web site.

Any queries relating to data privacy or this statement must be directed to info@navcompliance.co.za