

Retention Range (Pty) Ltd Privacy Policy

This privacy policy ("policy") will help you understand how Retention Range uses and protects the data you provide to us when you visit and use <https://retentionrange.co.bw> "website" and Retention Range "services".

We reserve the right to change this policy at any given time, of which you will be promptly updated. If you want to make sure that you are up to date with the latest changes, we advise you to frequently visit this page.

What User Data We Collect

When you visit the website, we may collect the following data:

- Your IP address.
- Your contact information and email address.
- Other information such as interests and preferences.
- Data profile regarding your online behavior on our website.

Why We Collect Your Data

We are collecting your data for several reasons:

- To better understand your needs.
- To improve our services and products.
- To send you promotional emails containing the information we think you will find interesting.
- To contact you to fill out surveys and participate in other types of market research.
- To customize our website according to your online behavior and personal preferences.

Safeguarding and Securing the Data

Retention Range is committed to securing your data and keeping it confidential. Retention Range has done all in its power to prevent data theft, unauthorized access, and disclosure by implementing the latest technologies and software, which help us safeguard all the information we collect online.

Our Cookie Policy

Once you agree to allow our website to use cookies, you also agree to use the data it collects regarding your online behavior (analyze web traffic, web pages you spend the most time on, and websites you visit).

The data we collect by using cookies is used to customize our website to your needs. After we use the data for statistical analysis, the data is completely removed from our systems.

Please note that cookies don't allow us to gain control of your computer in any way. They are strictly used to monitor which pages you find useful and which you do not so that we can provide a better experience for you.

If you want to disable cookies, you can do it by accessing the settings of your internet browser then follow instructions as per below – NB the list is not exhaustive:

Internet Explorer®

Take the following steps to enable cookies in Microsoft Internet Explorer:

1. Open Internet Explorer.
2. Click **Tools**.
3. Click **Internet options**.
4. Click the **Privacy** tab.
5. Click **Sites**.
6. Enter retentionrange.co.bw under **Address of website**.
7. Click **Allow**.
8. Click **OK**.
9. Click **OK** to close the **Internet options** window.
10. Exit and relaunch the browser.

Chrome®

Take the following steps to enable cookies in Chrome:

1. Open Google Chrome.
2. Click the **Chrome menu** button.
Note: The button is on the upper-right of the browser and is indicated by three dots.
3. Click **Settings**.
4. Click **Advanced**.
Note: If Advanced is already selected, additional options will be available below it.
5. Click **Content Settings** under **Privacy and security**.
6. Click **Cookies**.
 - **Option #1** - Enable the option **Allow sites to save and read cookie data (recommended)**.
 - **Option #2** - Click **Add** next to **Allow** to allow cookies from [Retention Range](http://RetentionRange) sites.
7. Close the **Settings** tab.
8. Exit and relaunch the browser.

Firefox®

Take the following steps to enable cookies in Firefox:

1. Open Mozilla Firefox.
2. Click the **Open menu** button (three bars) in the upper-right corner.
3. Click **Options** or **Preferences**.

4. Click **Privacy & Security** on the left.
5. Select **Use custom settings for history** from the **Firefox will** drop-down list under **History**.
6. Check **Accept cookies from sites**.
7. Exit and relaunch the browser.

Safari®

Take the following steps to enable cookies in **Safari 4.x and 5.x** on **Macintosh OS X**:

1. Open Safari.
2. Click the **Safari** menu.
3. Click **Preferences**.
4. Click the **Security** icon.
5. Select the appropriate option under the section labeled **Accept Cookies**.
Note: Select **Always** or **Only from sites I visit** to enable cookies. Selecting **Never** will disable all cookies.
6. Close the **Preferences** window.
7. Exit and relaunch the browser.

Take the following steps to enable cookies in **Safari 6.x** on **Macintosh OS X**:

1. Open Safari.
2. Click the **Safari** menu.
3. Click **Preferences**.
4. Click the **Privacy** icon.
5. Select the appropriate option under the section labeled **Block Cookies**.
Note: Select **Always** or **From Third Parties and Advertisers** to enable cookies. Selecting **Never** will disable all cookies.
6. Close the **Preferences** window.
7. Exit and relaunch the browser.

Take the following steps to enable cookies in **Safari 8.x** on **Macintosh OS X**:

1. Open Safari.
2. Click the **Safari** menu.
3. Click **Preferences**.
4. Click the **Privacy** icon.
5. Select the appropriate option under the section labeled **Cookies and website data**.
Note: Select **Always Allow** or **Allow from websites I visit** to enable cookies. Selecting **Allow from current website only** may cause issues with passing from the authentication page to the product itself. Selecting **Always block** will prevent cookies from being saved. **Always block** and **Allow from current website only** can trigger a too many redirects message and/or prevent any access to the product itself.

6. Close the **Preferences** window.
7. Exit and relaunch the browser.

Edge®

1. Open Edge.
2. Click the **More** ••• button.
3. Click on **Settings**.
4. Click on **View advanced settings**.
5. Select **Don't Block Cookies** from the **Cookies** drop-down.

For any changes on the instructions above Visit: http://lexisnexis.custhelp.com/app/answers/answer_view/a_id/1084175/~/enable-cookies-in-most-common-internet-browsers.

Links to Other Websites

Our website contains links that lead to other websites. If you click on these links Retention Range is not held responsible for your data and privacy protection. Visiting those websites is not governed by this privacy policy agreement. Make sure to read the privacy policy documentation of the website you go to from our website.

Restricting the Collection of your Personal Data

At some point, you might wish to restrict the use and collection of your personal data. You can achieve this by doing the following:

When you are filling the forms on the website, make sure to check if there is a box which you can leave unchecked, if you don't want to disclose your personal information.

If you have already agreed to share your information with us, feel free to contact us via email and we will be more than happy to change this for you.

Retention Range will not lease, sell or distribute your personal information to any third parties, unless we have your permission. We might do so if the law forces us. Your personal information will be used when we need to send you promotional materials if you agree to this privacy policy.