



Unit 1 Portion 10  
Newmark Estate  
Silver Lakes Road  
Hazeldean, 0081  
Telephone : +27 12 943 3933  
Fax Number: +27 86 474 4516

## **PRIVACY POLICY**

MASHCORP2008 (PTY) Ltd.

This Website is owned and operated by Mashcorp, Unit 1 Portion 10, Newmark Estate, Silver Lakes Road, Hazeldean, 0081, Tel: +27 12 943 3933, admin@mashcorp.co.za.

**YOUR USE OF THIS WEBSITE INDICATES THAT YOU HAVE BOTH READ AND ACCEPTED THE TERMS DESCRIBED IN THIS PRIVACY POLICY. USE OF THIS WEBSITE IS PROHIBITED SHOULD YOU DISAGREE WITH THE EXPRESSED TERMS IN THIS POLICY**

### **1. USER PRIVACY NOTICE**

1.1 This Notice describes how we obtain, use and disclose your personal information, in accordance with compliance requirements

1.2 For the purposes of this section, Personal Information will be understood in accordance with the definition provided in the Protection of Personal Information Act 4 of 2013 ("the Act") and in accordance with the definition of Personal Data in Article 4(1) of the General Data Protection Regulation GDPR (EU) 2016/679

1.3 We adhere to the principles governing electronic collection of Personal Information outlined in the Act, and the legislative conditions referred to therein

1.4 At Mashcorp, we endeavour to ensure the quality, accuracy and confidentiality of Personal Information in our possession, which includes proper use

1.5 According to the Act “personal information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. In this definition, we include All addresses including residential, postal and email addresses and change of name

## **2. INFORMATION MASHCORP COLLECTS**

2.1 The primary purpose of collecting and processing your personal information is to inform our business practice while taking steps to protect the information at our disposal. While we take every precaution to offer full protection of your personal information, we cannot, and do not, provide complete assurance, nor guarantees to this end

2.2 We collect information directly from you where you provide us with your personal details

2.3 Website usage information may be collected using “first-party cookies” which allows us to collect standard internet visitor usage information

- First Name
- Surname
- Email
- Phone Number
- Company/CC/Business Name

2.4 We endeavour to limit the nature of the Personal Information we process to that for which we have obtained consent from you. Active processing includes online

registration, newsletters, professional announcements, SMS, MMS and other mobile services

2.5 Your agreement to the terms expounded upon in this Privacy Policy constitutes your consent as described in section 69 of the Act and/or Article 7 of the GDPR (whichever is applicable)

2.6 We endeavour to obtain your consent in the instance where specific consent is lawfully required and where your consent might not suffice under this condition

2.7 We will not collect, use or disclose sensitive information except with your specific consent or in the circumstance where it is permitted by law

2.8 By agreeing to the terms contained in this Privacy Policy, you consent to the use of your Personal Information in relation to:

- The provision and performance of our services to you
- The provision of marketing related services to you by us
- Responding to any queries or requests you may have

2.9 Although absolute security cannot be guaranteed on publicly accessible channels, we have in place up-to-date, reasonable technical and organisational security measures to protect your Personal Information against accidental or intentional manipulation, loss, misuse, destruction or against unauthorised disclosure or access to the information we process online

### **3. STORAGE OF YOUR PERSONAL DATA**

3.1 We store your Personal Information directly, or alternatively, store your Personal Information on, and transfer your Personal Information to, a central database

3.2 Notwithstanding that the location of the central database is located in a country that does not have substantially similar laws which provide for the protection of Personal Information, we will take reasonable steps to ensure that your Personal Information is adequately protected in that jurisdiction by means of ensuring that standard data protection clauses are enforced as envisaged by the GDPR

3.3 Your information will not be stored for longer than is necessary for the purposes described in this Privacy Policy or as required by applicable legislation

3.4 The Personal Information we collect from users shall only be accessed by our employees, representatives, and consultants on a need-to-know basis, and subject to reasonable confidentiality obligations binding such persons

3.5 We shall have the right, but shall not be obliged, to monitor or examine any information and materials including any website link that you publish or submit to us for publishing on the Site

3.6 You shall be solely responsible for the contents of all material published by yourself

#### **4. HOW YOUR INFORMATION IS UTILISED**

4.1 As a visitor to our website, we may collect such information as your IP address, the name of your ISP (Internet Service Provider), your browser, the website from which you visit us, the pages on our website that you visit and in what sequence, the date and length of your visit, and other information concerning your computer's operating system, language settings, and broad demographic information. This information is aggregated and anonymous data and does not identify you specifically. However, you acknowledge that this data may be able to be used to identify you if it is aggregated with other Personal Information that you supply to us. This information is not shared with third parties and is used only within the company on a need-to-know basis. Any individually identifiable information related to this data will never be used in any way different to that stated above, without your explicit permission

#### **5. THIRD PARTIES**

5.1 The services available through the Website, may contain links to other Third-party websites, including (without limitation) social media platforms, appointment scheduling and/or live chat platforms ("Third-Party Websites")

5.2 We take no responsibility if you select a link to any Third-Party Website that subject you to Third-Party Website's terms and conditions and/or other policies

5.3 Hyperlinks to Third-Party Websites are provided "as is", and we do not necessarily agree with, edit or sponsor the content on Third-Party Websites

5.4 We do not monitor or review the content on any Third-Party Website. Opinions expressed or material own to the aforementioned websites are not necessarily shared or endorsed by us and therefore, excludes us as being responsible for, or identified as publishers or proponents of said content. Please be aware that we are not responsible for the privacy practices, or content where it appears on Third-Party websites. It is at the user's own discretion whether or not to provide Third-Parties with personal information

#### **6. INFORMATION SECURITY**

6.1 We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information.

6.2 We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Our security policies and procedures cover:

- Physical security
- Computer and network security
- Access to personal information
- Secure communications
- Security in contracting out activities or functions
- Retention and disposal of information
- Acceptable usage of personal information
- Governance and regulatory issues
- Monitoring access and usage of private information
- Investigating and reacting to security incidents

## **7. APPLICATION OF THE ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT 25 OF 2002 ("ECT ACT")**

7.1 Data Messages (as defined in the ECT Act) will be deemed to have been received by us, if and when, we respond to the Data Messages

7.2 Data Messages sent by us to a user will be deemed to have been received by such user

7.3 in terms of the provisions specified in section 23(b) of the ECT Act

7.4 Users acknowledge that electronic signatures, encryption and/or authentication are not

required for valid electronic communications between us and users

Information to be provided in terms of section 43(1) of the ECT Act:

Users warrant that Data Messages sent to us from any electronic device, used by such user, from time to time or owned by such user, were sent and or authorised by such user, personally

## **8. YOUR RIGHTS**

8.1 A user has the right:

8.2 to access their Personal Information stored and processed by us. This may be done by emailing us at the address referred to at the end of this document

8.3 to rectification of Personal Information that we hold on a user's behalf, in instances where such Personal Information is incorrect or incomplete

8.4 of erasure of Personal Information ("right to be forgotten") if such information is no longer needed for the original processing purpose, alternatively if a user withdraws their consent and there is no other reason or justification to retain such Personal Information, further alternatively, if a user has objected to such Personal Information being processed and there is no justified reason for the processing of such Personal Information

8.5 to restrict/suspend processing of Personal Information to only that which is strictly necessary for us to perform our services to you

8.6 if we breach any of the terms of this Privacy Policy, to complain to the requisite data protection authority in their territory

8.7 to withdraw their consent at any time if processing of Personal Information is based on consent

8.8 to object to processing of Personal Information, if such processing is based on legitimate interests; and

8.9 to object to the processing of Personal Information for direct marketing



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## **LOGGING OF COMPLAINTS**

We process your Personal Information in compliance with this Privacy Policy and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your Personal Information or are dissatisfied with how we have handled your Personal Information, you have the right to lodge a complaint with the supervisory authority in your country