

Website Privacy Terms & Protection of Personal Information (“POPI”) Policy

Our Website: www.advisorytech.co.za

Our Email Address: advisoryinfo@advisorytech.co.za

Last updated:

Whereas the Company respects the privacy of all personal data and private information collected, processed, and stored. As such, we undertake to handle all personal information received and processed with due care and provide the necessary security to safeguard all information held by us. Our internal system similarly allows us to proactively react should there be a breach of any kind, alternatively our privacy practices and POPI policy dictates that we report any material breach to the Regulator.

Cookies:

The Company uses cookies, pixels, and other technologies (collectively referred to as “cookies”) to recognize your browser or device, learn more about your company or industry, and provide you with essential features and services, as well as for additional purposes, including:

- i. Recognizing you when you sign-up to use our services. This allows us to provide each user or data subject with customized features and services, if applicable.
- ii. Conducting research and diagnostics to improve the Company’s website content, products, and services.
- iii. Preventing fraudulent activity.
- iv. Improving security.
- v. Delivering content, including ads, relevant to your interests.
- vi. Reporting. This allows us to measure and analyse the performance of our services.

You can manage browser cookies through your browser setting. The “Help” feature on most browsers will tell you how to prevent your browser from accepting new cookies; how to have the browser notify you when you receive a new cookie; how to disable cookies; and when cookies will expire. If you disable all cookies on your browser, the Company, nor any of its third parties, will transfer cookies to your browser. If you do this, however, you may have to manually adjust some preferences every time you visit a site, and some features and services may not work.

Website Privacy & POPI:

Your privacy is important to the Company. This policy explains the Company’s privacy practices and the choices you have about the way your personal information will be dealt with. All practices are in line with the Company’s SOP and the provisions of POPI.

- vii. Personal information is collected only when knowingly and voluntarily submitted.
- viii. Personal information is only used for the purpose for which it was collected and/or submitted or such secondary purposes that are related to the primary purpose.

- ix. In addition to where you have consented to the disclosure of your personal information, personal information may be disclosed in special situations where the Company has reason to believe that doing so is necessary to identify or act against anyone damaging or interfering with our rights or property, users, or anyone else that could be harmed by such activities.
- x. The Company may engage third parties to provide you with goods or services on our behalf and in such circumstances may disclose your personal information to such parties in order to provide such goods and services.

Information security on our website:

- xi. Any information that you upload on our website will be stored on a secure server and be used for limited purposes such as future communications (which you are always entitled to un-subscribe to).
- xii. The Company will not disclose, sell, rent, or disseminate your personal information to third parties without your consent unless the Company is compelled to do so by law. The Company may do so if you have granted consent thereto.
- xiii. While all reasonable efforts are taken to ensure that your personal information is protected as it travels over the internet, the Company cannot guarantee the absolute security of any information you exchange with us due to reason beyond our control.
- xiv. The Company may use cookies and web beacons to facilitate improvement of our website. However, neither cookies nor web beacons collect personal information such as the user's name or email address. You may reject cookies, as most browsers permit individuals to decline same.

Information Collected

1. Should you decide to register as a user on our Website(s), we may require you to provide us with personal information which includes but is not limited to –
 - 1.1. Your full name and surname;
 - 1.2. Company details;
 - 1.3. your email address;
 - 1.4. your physical address;
 - 1.5. your mobile number; and
 - 1.6. your Identification and/or Passport number, etc
2. You may choose to provide additional personal information to us, in which event you agree to provide accurate and current information, and not to impersonate or misrepresent any person or entity or falsely state or otherwise misrepresent your affiliation with anyone or anything.

Changing of Information

Should your personal information change, please inform us and provide us with updates to your personal information as soon as reasonably possible to enable us to update your personal information.

Purpose of Collecting

1. Subject to the below and your consent, the purpose of gathering/processing and storing your personal information is as follows:

- 1.1. Complete the requisite registration forms in relation to the services on offer;
- 1.2. Complete searches on government databases to confirm and/or complete services on offer;
- 1.3. To maintain a database of all client provided information to allow for access during service delivery and to meet our legal obligations with regards to information retention.
- 1.4. in relation to the ordering, the sale and delivery of services;
 - 1.4.1. to contact you regarding current or new service and/or Goods or any other service and/or Goods offered by us or any of our divisions, affiliates and/or partners (if you have Opted In to receive such communication);
 - 1.4.2. to inform you of new features, special offers and promotional competitions offered by us or any of our divisions, affiliates and/or partners (if you have Opted In to receive such communication); and
 - 1.4.3. to improve our service selection and your experience on our Website(s) by, for example, monitoring your browsing habits or tracking your sales on our Website(s).

Disclosing of Information

1. We may disclose your personal information to third parties, including
 - 1.1. our employees and/or third-party service providers who assist us to interact with you via our Website(s), email, or any other method, for the ordering of service and/or Goods or when delivering service and/or Goods to you, and thus need to know your personal information in order to assist us to communicate with you properly and efficiently;
 - 1.2. our divisions, affiliates and/or partners (including their employees and/or third-party service providers) in order for them to interact directly with you via email or any other method for purposes of sending you marketing material regarding any current or new service and/or goods, new features, special offers or promotional items offered by them (if you have Opted In to receive such communication);
 - 1.3. law enforcement, government officials, fraud detection agencies or other third parties when we believe in good faith that the disclosure of personal information is necessary to prevent physical harm or financial loss, to report or support the investigation into suspected illegal activity, or to investigate violations of these Terms and Conditions;
 - 1.4. our service providers (under contract with us) who help with parts of our business operations (fraud prevention, marketing, specialised services, technology services etc). However, our contracts dictate that these service providers may only use your information in connection with the services they perform for us and not for their own benefit;
 - 1.5. our suppliers in order for them to liaise directly with you regarding any defective service you have purchased which requires their involvement; and
 - 1.6. any Third-Party Seller for purposes of sending you an invoice for any service and/or Goods purchased from such Third-Party Seller.
2. We are entitled to use or disclose your personal information if such use or disclosure is required in order to comply with any applicable law, subpoena, an order of the court or legal process served on us, or to protect and defend our rights or property. In the event of fraudulent online payment, we are entitled to disclose relevant personal information for criminal investigation purposes or in line with any other legal obligation for disclosure of the personal information which may be required of it.
3. We will ensure that all our employees, third-party service providers, divisions, affiliates, and partners (including their employees and third-party service providers) having access to your personal information are bound by appropriate and legally binding confidentiality obligations in relation to your personal information.

Rating & Reviews

When you provide a rating, testimonial, or review of a service and/or Goods, you consent to us using the rating, testimonial, or review as we deem fit, including without limitation on our Website(s), in newsletters or other marketing material. The details that will appear next to that rating or review is your First Name and Last Name, your Service / Goods, and Date of rating / review / testimonial.

If you do not agree to this, please inform us immediately or alternatively kindly do not put any ratings or reviews on our Website(s). Notwithstanding, we encourage all clients to submit their reviews and ratings regarding our services as without feedback we will not be able to meet the constant changing client needs. Kindly note, that we will not display any of your contact details, with a rating or review.

Safeguarding Information

We will -

1. treat your personal information as strictly confidential, save where we are entitled to share it as set out in this policy;
2. take appropriate technical and organisational measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;
3. provide you with access to your personal information to view and/or update personal details;
4. promptly notify you if we become aware of any unauthorised use, disclosure, or processing of your personal information;
5. provide you with reasonable evidence of our compliance with our obligations under this policy on reasonable notice and request; and
6. upon your request, promptly return or destroy any and all of your personal information in our possession or control, save for that which we are legally obliged to retain.
7. not retain your personal information longer than the period for which it was originally needed, unless we are required by law to do so, or you consent to us retaining such information for a longer period.

Undertakings / Guarantees

1. Advisory Technologies undertakes never to sell or make your personal information available to any third party other than as provided for in this policy.
2. Whilst we will do all things reasonably necessary to protect your rights of privacy, we cannot guarantee or accept any liability whatsoever for unauthorised or unlawful disclosures of your personal information, whilst in our possession, made by third parties who are not subject to our control, unless such disclosure is as a result of our gross negligence.

Limitation of Liability

Advisory Technologies SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGE, HOWSOEVER ARISING, SUFFERED BY YOU AS A RESULT OF THE DISCLOSURE OF SUCH INFORMATION TO THE THIRD PARTY. This is because we do not regulate or control how that third party uses your personal information. You should always ensure that you read the privacy policy of any third party.