

ZA-ITwww02

## **Website privacy notice**

# Privacy Notice

We are company number [company registration number] [REDACTED].

Our registered office is at [address].

## Introduction

This privacy notice aims to inform you about how we collect and process any information that we collect from you, or that you provide to us. It covers information that could identify you (“personal information”) and information that could not. In the context of the law and this notice, “**████████**” ██████████, ████████, ████████, ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████.

We undertake to preserve the confidentiality of all information you provide to ■ ■ ■ ■ ■

Our policy complies with the Protection of Personal Data Regulation 2013

The law requires us to tell you about your rights and our obligations to you in regard



## 1. Information Officer

We have appointed an Information Officer who is responsible for [REDACTED]

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact [REDACTED], [REDACTED]  
[REDACTED] [REDACTED].

## **2. Information we process**

Your identity includes information such as first name, last name, title, date of birth, and other [REDACTED] [REDACTED]

Your profile includes information such as your username and password, purchases or orders made by you, [REDACTED], [REDACTED], [REDACTED]

Marketing information includes your preferences in receiving marketing from us; communication preferences; responses, and [REDACTED]

However, if we combine or connect aggregated data with your personal information so that it can identify you in any way, we treat the combined data as personal data under applicable law.

### **3. Special personal information**

It also includes information about criminal

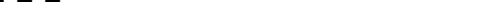
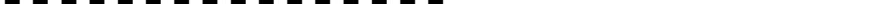
We do not collect any special

OR

**4. If you do not provide personal information we need**

## **The bases on which we process information about you**

## **5. Information we process because we have a contractual obligation with you**

When you create an account on our website, buy a product or service from us, or otherwise agree to our  ,  .

We may use it in order to:

- verify your identity for security purposes
  - sell products to you

- provide you with our services
  - provide you with suggestions and advice on products, services and how ■

We process this information on the basis there is a contract between us, or that you have requested we [REDACTED]  
[REDACTED].

## **6. Information we process with your consent**

We continue to process your information on this basis until you withdraw your consent or it can [REDACTED]  
[REDACTED].

## **7. Information we process for the purposes of legitimate interests**

We may process the information on the basis there is a legitimate interest, either to [REDACTED], [REDACTED].

## **8. Information we process because we have a legal obligation**

This may include your personal information.

## **Specific uses of information you provide to us**

**9. Information provided on the understanding that it will be shared with a third party**

Examples include:



We do not specifically ...

## **10. Complaints regarding content on our website**

We do ██████████.

*OR*

We attempt to moderate user generated content, ██████████  
███████████.  
███████████.

If you complain about any ██████████, ██████████  
███████████.

If we feel it is justified or if ██████████  
███████████, ██████████  
███████████.

Free speech is a fundamental right, so we have to ██████████  
███████████ : ██████████, ██████████  
███████████  
███████████.

If we think your complaint is ██████████, ██████████  
███████████.

## 11. Information relating to your method of payment

First option:

We store information about your debit ██████████  
███████████  
███████████.

We store this payment information [at your ██████████] ██████████  
███████████  
███████████.

[We ██████████ ██████████.]

We take ██████████ :

- We keep ██████████.
- We do ██████████  
:  
a) to prevent the possibility ██████████  
███████████;

- b) to prevent any [REDACTED]  
[REDACTED]
- Access to your [REDACTED]  
[REDACTED]
  - If we ask you questions about your payment information, we only show [REDACTED]  
[REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED].
  - [Other...]

We automatically delete your payment [REDACTED] [REDACTED].

Second option:

Payment information is never taken by us or [REDACTED]  
[REDACTED]  
[REDACTED].

At the point of payment, you are transferred to a secure page on the website of [REDACTED / [REDACTED] / [REDACTED]] [REDACTED]  
[REDACTED].  
[REDACTED], [REDACTED]  
[REDACTED].

## 12. Information about your direct debit

When you agree to set up a direct debit arrangement, the information you [REDACTED]  
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED].

[We keep this [REDACTED]  
[REDACTED].]

## 13. Job application and employment

If you send us information in connection with a job [REDACTED], [REDACTED]  
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED].

If we employ you, we collect information about you and your work from time to time throughout the [REDACTED].  
[REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED] [REDACTED].

## 14. Communicating with us

When you contact us, whether by telephone, through our [REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED]  
[REDACTED].

We record your request and [REDACTED]  
[REDACTED] [REDACTED / [REDACTED]].

We do not keep any personally [REDACTED]  
[REDACTED].

*OR*

We keep personally identifiable information associated with your messages, such [REDACTED]  
[REDACTED]  
[REDACTED].

## 15. Complaining

When we receive a [REDACTED], [REDACTED]  
[REDACTED].

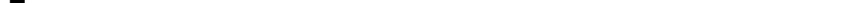
We use that information to resolve your complaint.

If your complaint reasonably requires us to contact some other person, we may decide to give to that other [REDACTED]  
[REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED], [REDACTED].

We may also compile statistics showing information obtained from this [REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED]  
[REDACTED].

## **16. Affiliate and business partner information**

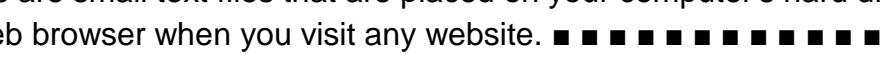
This is information given to us

We expect any  .

## **Use of information we collect through automated systems when you visit our website**

## 17. Cookies

Cookies are small text files that are placed on your computer's hard drive by your web browser when you visit any website.



Some cookies may last for a defined number of days.

Your web browser should allow you to [REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED], [REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED].

[REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED]

.

We use cookies in the following ways:

- to track how you use our website
  - [REDACTED]  
[REDACTED]
  - to keep you signed in to our website
  - [REDACTED]  
[REDACTED]
  - [REDACTED]  
[REDACTED]
- [REDACTED].

## **18. Personal identifiable information from your browsing activity**

[REDACTED]  
[REDACTED].

[REDACTED], [REDACTED], [REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED], [REDACTED].

[REDACTED]  
[REDACTED]  
[REDACTED].

，  
，  
。

## **19. Our use of re-marketing**

## **Disclosure and sharing of your information**

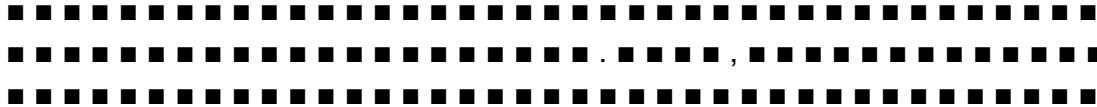
## **20. Information we obtain from third parties**

( ),  
.

No such information is personally identifiable to you.

## **21. Third-party advertising on our website**

....., .....



## **22. Credit reference**

## **23. Information may be processed outside South Africa**

Our websites are hosted in [country].

## **Control over your own information**

## **24. Your duty to inform us of changes**

.....

## **25. Access to your personal information**

....., .....

.....  
.....  
.....

## **26. Removal of your information**

## **27. Verification of your information**

## Other matters

## **28. Use of website by children**

18 ,

[ 15 ] [ ].  
[ ], [ ].  
[ ], [ ].

## 29. Encryption of data sent between us

( [ ]) [ ].  
[ ].  
[ ], [ ].  
[ ].

## 30. How you can complain

[ ].  
[ ].  
[ ].  
[ ].  
[ ].  
[ ].  
[ ].

## 31. Retention period for personal data

[ ], [ ].  
[ ].

- [REDACTED];
  - [REDACTED], [REDACTED];  
[REDACTED];
  - to support a claim or defence in court.

## **32. Compliance with the law**

### **33. Review of this privacy policy**

A decorative border consisting of a grid of black dots arranged in a rectangular pattern. The border is composed of several horizontal rows of dots, with a larger vertical column of dots on the left side.

# Explanatory notes

## Privacy policy notice

## General notes

Using this template as the basis for 

Your privacy policy should be concise (while also being comprehensive), transparent, easy to understand, and easy to find.

## Paragraph specific notes

Numbered notes refer to specific numbered paragraphs in ■ ■ ■ ■ ■ ■ ■ ■ .

## **Identification of the owner of the website**

## Introduction

The fourth paragraph demonstrates awareness of the Act ■ ■ ■ ■ ■ .

## 1 Information officer

Unless your organization processes large volumes of personal information, you are unlikely to be required .

If you have nominated an individual, you may mention him or her here.

Otherwise, you can delete this section.

## **2 Information we process**

The Act only applies to personal information.

### 3 Special personal information

If you process certain types of personal information, you are required to disclose [REDACTED].

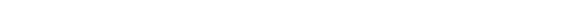
Use either the first two sentences or the last two sentences.

4 If you do not provide the  [ ]

This is a reminder to your customer or visitor that you may not be able to provide services [REDACTED].

**The bases on which we process information about you**

The reasons why you process the information arise as a result of the basis. If there is a contract, there is a contractual obligation to carry out the service. If the basis is consent, then there will [REDACTED]

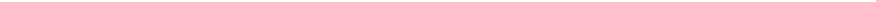
More importantly, you should make design changes to how your website works so as to obtain explicit consent or have a visitor  .

Legitimate Interest is a basis that is fairly subjective. For it to be used, you must have decided that there is a legitimate interest, that processing the information is necessary to protect that interest, and that the data subject's interests (or other interests) do not override [REDACTED]. [REDACTED], [REDACTED]  
[REDACTED], [REDACTED], [REDACTED], [REDACTED]  
[REDACTED]

Data subjects have a legal right to see the personal information you hold about them. You need both an [REDACTED], [REDACTED] and [REDACTED].

## **Specific uses of information you provide to us**

You should provide a way for someone to contact you and request that content



## **10 Complaints regarding content on our website**

## **11 Information relating to your method of payment**

## **12 Information about your direct debit**

## **13 Job application and employment**

## **14      Communicating with us**

15 Complaining

This paragraph deals with how information collected as a result of a complaint is used. It should not be confused with ( ).

## **16 Affiliate and business partner information**

17 Cookies

## 18 Personal identifiable information from your browsing activity

## **19 Our use of re-marketing**

Re-marketing is the name given .....  
.....  
.....

It requires you .....  
.....

The advertising service provider usually allows you to [REDACTED]  
[REDACTED], [REDACTED] - [REDACTED] - [REDACTED]  
[REDACTED].

## **Disclosure and sharing of your information**

## **20 Information we obtain from third parties**

## **21 Third party advertising on our website**

Delete if not appropriate to your organization.

22 Credit reference

## 23 Information may be processed outside South Africa

The clause giving examples ( █ )  
█ .

### **Control over your own information**

Under the Act, a data subject has a █  
█ , █  
█ - █  
█ .

You should █ , █  
.

### **Other matters**

#### **28 Use of website by children**

You cannot form a contract with a child. So a child █  
█ , █  
█  
█ , █  
█ .

So it is █  
█ .

Additionally, personal information about children █  
█  
█ .

We suggest you █  
█ .

#### **29 Encryption of data sent between us**

This paragraph is included █  
█ .

#### **30 How you can complain**

This paragraph sets █  
█ .

It gives you a strong █  
█ , █  
█ .

## **31      Retention period for personal data**

## **32 Compliance with the law**

Leave this paragraph in place.

### **33      Review of this privacy policy**

Leave this paragraph in place.

## End of notes