

1. **PROTECTION OF PERSONAL INFORMATION ACT NO. 4 OF 2013 (“POPI”):**

1.1. **INTRODUCTORY NOTE:**

1.1.1. Your personal data belongs to you, as our client and the owner of your personal data. The processing of your personal data forms an integral part of the provision of our products and services to you, our client. SMI only processes personal customer information that is adequate, relevant and not excessive in relation to the purpose for which the data is collected. The necessary processing in the pursuit of our legitimate interest will not outweigh the need to protect your privacy, however we may process certain personal data without obtaining your express consent. For more information at paragraph 24.3.

1.1.2. Your personal data will remain anonymous for a function or service for non-personal data (e.g. For statistical purposes), it will only be treated as personal data for as long as it remains combined.

1.2. **DATA COLLECTION AND USAGE**

1.2.1. We collect the following data; Your Name (contact person) Physical Address Country e-mail address Name of your organisation Position in your organisation Postal Address Telephone number.

1.2.2. Downloading of Documents: Your name, organisation, and email address are used when directing you to a link for any documents that you wish to download. Your name and email address are not shared with a third-party mailing system. Any third-party service provider company used by us is bound contractually to safeguard and protect your personal information as per the provisions of the POPI Act. Your personal data is electronically stored unless you withdraw your consent for our continued usage of your data and are instructed by you at any time to delete and erase your data or alter your data as per your request.

1.3. **CONSENT**

- 1.3.1. Where reasonably practicable, or as required by law, we will obtain your consent prior to collecting or using your data. Our request for consent will be clear and provide you with a reasonable basis and sufficient information to make a decision. Your consent can be revoked and withdrawn at any time.

1.4. **MARKETING**

- 1.4.1.1. We will not sell, trade, or share your personal information with any third parties for marketing purposes unless we have your express consent to do so.

1.4.2. **USE OF COOKIES**

- 1.4.2.1. We use cookies to assist us in the collection of useful information about visitors to our website. These cookies assist in the functioning of our website and assist you to access information that you may require from time to time. We do not ask for your consent for certain cookies to be placed onto your IT system/ computer.

1.4.3. **RETENTION**

- 1.4.3.1. SMI will retain your data for as long as it is necessary to fulfil the purposes for which it has been collected and outlined in this policy notice or for the purposes of which you have otherwise been informed and in compliance with Section 14 of the POPIA ACT No 4 of 2013.

1.4.4. **REQUESTS AND ACCESS**

- 1.4.4.1. All requests for data deletion, alteration and information concerning personal information that SMI may hold about you, may be made in writing to our offices at info@snaidmorris.co.za.
- 1.4.4.2. You will receive a response at our soonest opportunity, advising you of the progress and whether there are any lawful charges

applicable with regard to your request. We restrict and limit access to your personal data to our employees and suppliers, who need to use the information in order to process our instructions and who are contractually bound and required to keep the integrity of your personal data secure and confidential.