

Digital Fabric (Pty) Ltd Privacy Policy

Last updated: 22 October 2021

Your privacy is important to us. This document outlines how we obtain, use and disclose your Personal Information and what rights you can exercise related to your Personal Information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA) during our standard business operation. By accessing our website and conducting business with us, you accept the practices described in this Privacy Policy.

Information Collection and Use

- We collect and process your personal information mainly to contact you for the purposes of understanding your requirements and delivering services accordingly. For this purpose, we will collect contact details, including your name and organisation; professional information; and any transactional information.
- We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.
- We may use publicly accessible information to verify any information you provide or which we otherwise collect, as outlined in this privacy policy, in order to manage and expand our business.
- We do not knowingly collect or process any special personal information, nor personal information of a child.
- To the extent that applicable data protection laws require special treatment of specific types of personally identifiable information, we will take necessary measures for compliance with these laws.
- You supply your Personal Information voluntarily, however where you refuse to supply us with any requested information, this may impact our ability to provide you with the necessary services and we may accordingly refuse you service in this event.
- We may use your Personal Information to contact you with newsletters, marketing or promotional materials and other information that is relevant to our business operations.

Cookies & Log Data

- Website usage information may be collected using "cookies", which allows us to collect standard internet visitor usage information.
 - Cookies are files with a small amount of data, which may include a unique anonymous identifier. Cookies are sent to your browser from a website and stored on your computer's hard drive.
 - Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.
- Like many site operators, we collect information that your browser sends whenever you visit our Site ("Log Data").
 - This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.
 - In addition, we may use third party services such as Google Analytics and Facebook that collect, monitor and analyse this.

Disclosure of information

- We may disclose your personal information to our service providers who are involved in the delivery of our services to you. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.
- We may also disclose your information:
 - Where we have a duty or a right to disclose in terms of law or industry codes;
 - Where we believe it is necessary to protect our rights.

Transfer of Information to a Third Country or International Organisation

We may where necessary, transfer your data to third parties in foreign countries where you have consented thereto; or where it is required in terms of our contract with you, or your organisation, pursuant to our business relationship and/or for your benefit; or where the third party is subject to a law, corporate rules or binding agreement that provides an adequate level of personal information protection as prescribed in POPIA.

Your Rights:

To Access information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at the numbers/addresses as provided on our website/hereunder and specify what information you require. We will need a copy of your ID document to confirm your identity before providing details of your personal information.

To Rectification of your information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to the personal information we may hold about you. We would appreciate it if you would keep your personal information accurate.

To Object to the processing of your information

You have the right to object to the processing of personal information as referred to in section 11(3) POPIA on reasonable grounds relating to your particular situation unless legislation provides for such processing; or for purposes of direct marketing.

To Complain

You have the right to lodge a complaint to the Information Regulator regarding the specific circumstances of the processing of your Personal Information. Their contact details are:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg.
enquiries@infoeregulator.org.za
<https://www.justice.gov.za/infoereg/>

Security

The security of your Personal Information is important to us but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

Privacy Policies of Other Websites

The websites may contain links to other websites. Our privacy policy applies to only our websites. If you visit a different website, our privacy policy no longer applies.

Do-Not-Track

The websites do not use technologies that respond to 'Do-Not-Track' signals communicated by your internet browser.

Changes To This Privacy Policy

This Privacy Policy is effective as of 1 July 2021 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgement of the modifications and your consent to abide and be bound by the modified Privacy Policy.

Contact Us

If you have any queries about this Policy; need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on our website or at privacy@digitalfabric.co.za.

Digital Fabric (Pty) Ltd
Unit 16 Saligna Park, 3 Saligna Road
Witfield, Boksburg
info@digitalfabric.co.za
Tel: +27 (0) 11 826 7388
www.digitalfabric.co.za


Company Registration Number: 2015/276302/07
VAT Number: 4420215396