

PRIVACY POLICY APPLICABLE TO PERSONAL INFORMATION

1. DEFINITIONS:

- 1.1 “**Cookies**” means a text file created by a website that is stored in the user’s computer either temporarily for that session or permanently on the hard drive and provides a way for the website to recognize the user and keep track of preferences.
- 1.2 “**Company**” means I-Cat Holdings (Pty) Ltd and all its subsidiaries.
- 1.3 “**Data**” means information in electronic form.
- 1.4 “**Data Subject**” means the person to whom personal information relates.
- 1.5 “**IP address**” means a unique address that identifies a device on the internet or local network.
- 1.6. “**Personal Information**” means information relating to both an identifiable, living, natural person, and where applicable, an identifiable, existing juristic person, and includes:
 - 1.6.1 information about a person's race, gender, sex, pregnancy, marital status, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, wellbeing, disability, religion, conscience, belief, culture, language, and birth;
 - 1.6.2 information relating to the education, medical, financial, criminal, or employment history of the person;
 - 1.6.3 any identifying number, symbol, email address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;
 - 1.6.4 the biometric information of the person;
 - 1.6.5 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
 - 1.6.6 “**POPIA**” means the Protection of Personal Information Act, Act 4 of 2013.
 - 1.6.7 “**Traffic data**” means any data processed for the purpose of the of conveyance of communication on an electronic network and includes data relating to the routing, duration or time of the communication.
 - 1.6.8 “**User**” means a person who uses an electronic device to access this website.
 - 1.6.9 “**Web browser**” means an application used to access and view this website.

2. THE COLLECTION OF PERSONAL INFORMATION:

- 2.1 By accessing this website and entering your personal information into the site, you consent to the processing of your personal information. The personal information will be held by the IT department of the company.
- 2.2 There are places on the website where you can enter your personal information for the following purposes:
 - 2.2.1 providing feedback on compliments or complaints to the company;
 - 2.2.2 signing up for training on the company's E-learning platform.
- 2.3 In the event that you lodge a compliment or complaint or provide feedback through the website, the company will process your email address and other contact details if provided.

3. LIMITATION OF PROCESSING PERSONAL INFORMATION:

- 3.1 The company:
 - 3.1.1 Will only utilise the personal information you provide through the website for the purpose for which you provide it.
 - 3.1.2 Will not disclose or make your personal information available to any third party unless it is necessary for the purpose for which you provided the information, alternatively where you have not given consent to this effect, further alternatively where it is necessary in limited circumstances as provided for in POPIA.
- 3.2 May use your personal information for the purposes of administration and improving this website, improving our services or communicating with you. The personal information you provide to us may be shared with operators to the extent necessary for them to administer and improve the website on our behalf.

4. ANALYTICS:

- 4.1 You may visit this website without providing any personal information. The website servers will in such instances collect the IP address used by the data subject to access the website but not the email address of any other personal identifiable information.

- 4.2 The information on the IP address is aggregated to measure the number of visits, the average time spent on the website, pages viewed, ect.
- 4.3 The company analyses non-identifiable data to improve our services.
- 4.5 The company may collect, hold and use statistical information pertaining to the website to assist in improving the website and includes your IP address, the search term used, the pages accessed on the website, the time and date you visited the website, the type of browser used.
- 4.6 The traffic data is aggregated and is not personally identifiable. The analytics do not track any settings on your website browser.

5. **COOKIES:**

- 5.1 The company uses cookies on its website where required for certain features to function.
- 5.2 Tracking cookies are also used to track and analyse the website usage.
- 5.3 The cookies do not collect and personal information about the user.

6. **LINKS AND SOCIAL MEDIA PLATFORMS:**

- 6.1 The company uses social media platforms which includes Facebook, Instagram and LinkedIn to communicate with the public in regard to its services. When communicating through these platforms, the social media platform may collect your personal information for its own purpose.
- 6.2 The social media platforms may tack your use of our website on those pages where the links are displayed. If you are logged into the platforms while using the company's website, their tracking will be associated your profile with those services.
- 6.3 The platforms have their own privacy policies which are independent of the privacy policy of the company.

7. YOUR RIGHT TO ACCESS AND THE RIGHT TO CORRECT PERSONAL INFORMATION:

7.1 The company will provide you with access to any personal information that it holds about you.

7.2 You may also request the company to update, correct or remove any of your personal information from their records.

8. CONTACT DETAILS:

The contact details should you require to contact the company for purposes related to this website as are follows:

Mr. Johan Liebenberg

086 112 4228

Email: johan.hr@i-cat.co.za