

ETION CREATE PRIVACY POLICY STATEMENT

Personal Information is defined in the Protection of Personal Information Act, 4 of 3013 (the Act) as:
“information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—

(a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

(b) information relating to the education or the medical, financial, criminal or employment history of the person;

(c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

(d) the biometric information of the person; (e) the personal opinions, views or preferences of the person;

(f) 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;

(g) the views or opinions of another individual about the person;

and (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person”.

Respecting and protecting your Personal Information is imperative to Etion Create (Pty) Ltd. It is also a Constitutional right, legal and good business practice requirement, which we take very seriously. In line with the 8 Conditions in the Act, we

- i. Undertake to receive, only from you, and process only the Personal Information that is necessary for facilitating our business interaction, as required by the Act, and to respect your right to withdraw your consent for the processing of your Personal Information;
- ii. Accept joint responsibility and accountability to manage and protect your Personal Information when providing our products, services and solutions to you;
- iii. Undertake to only use your Personal Information for the purpose required;
- iv. Undertake not to share or further process your Personal Information with anyone if not required for assisting you with your requirements or by law;
- v. Undertake to be open and transparent and notify you as and when required by law regarding why and how your Personal Information needs to be collected;
- vi. Undertake to safeguard and protect your Personal Information in our possession; and
- vii. Undertake to freely confirm what Personal Information we have, to update and correct the Personal Information, and to keep it for no longer than legally required.

We may need to share your Personal Information and/or utilise software or online platforms to enter and process your information for facilitating our business interaction. This will only be done in strict adherence to the requirements of the Act.

In the event of any actual, suspected, or alleged security breach, including, but not limited to, loss, damage, destruction, theft, unauthorized use, access to or disclosure of any of your Personal Information, we will:

- i. notify you as soon as practicable after becoming aware of such event;
- ii. provide you with all information regarding the breach to our knowledge to allow you to ascertain what has occurred and which personal information has been affected;
- iii. promptly take whatever action is necessary, at our own expense, to minimise the impact of such event and prevent such event from recurring.

Please contact our Information Officer, **Elena Bielich**, email elena.bielich@etion.co.za, cell number: **082 902 9276**, should you want to lodge any objections or complaints in terms of S11(3) of the Act, or if you wish to withdraw your consent, exercise preferences, or access or correct your Personal Information. Alternatively, you may lodge any complaints with the Information Regulator at:

Website: <https://www.justice.gov.za/inforeg/> Tel: 012 406 4818 Email: inforeg@justice.gov.za