## **Privacy Policy**

#### **CUSTOMER PRIVACY NOTICE**

This Notice explains how we as WATERKLOOF AGS obtain, use, and disclose your personal information, in compliance with the Protection of Personal Information Act (POPIA).

WATERKLOOF AGS is committed to protecting your personal information in accordance with the POPI Act. We will ensure that all personal information collected will be used properly, lawfully and with transparency.

For more information, please contact WATERKLOOF AGS Information Officer via email at info@waterkloofags.co.za

## About the Organisation

WATERKLOOF AGS, Religious Organisation & NPO (Non-Profit Organisation)

#### The information we collect:

WATERKLOOF AGS collects and processes personal information for the sole purpose of understanding your requirements and delivering services accordingly.

WATERKLOOF AGS will use your personal details to contact you regarding the updating, correction or deletion of your personal information.

WATERKLOOF AGS welcomes all visitors to our website. Our website server automatically identifies each visitor's domain name but does not automatically collect any of your personal information. Each visitor can browse our website without revealing anything about who you are.

### How we use your information:

WATERKLOOF AGS will use your personal information only to the extent which was agreed upon. In addition, your information may be retained for legal purposes.

#### For example.

- a) to obtain contact information
- b) to confirm and/or verify your identity
- c) to confirm that you are an authorised user for security reasons
- d) to conduct customer satisfaction research
- e) for audit and record-keeping reasons
- f) for legal proceedings

### Disclosure of Information:

WATERKLOOF AGS will not disclose any personal information without the written consent of the persons involved.

WATERKLOOF AGS will however disclose personal information without the consent of the persons involved where -

- a) we are obligated or have the right to disclose in terms of law or industry codes
- b) we believe it necessary to protect the rights of WATERKLOOF AGS and/or its employees.

## Information Security

WATERKLOOF AGS is legally responsible for providing sufficient protection for our personal information. We will ensure to stop any unauthorised access and/or use of personal information.

We will continually analyse and update, where necessary, our security controls to ensure the best possible protection of all personal information.

Our security policies and procedures safeguard the following.

- a) Access to personal information
- b) Computer and network security
- c) Secure communications
- d) Physical security
- e) Retention and destruction of personal information
- f) Monitoring access and use of personal information
- g) Governance and regulatory matters

# Access to Information and Your Rights

You have the right to access the personal information we have obtained from you. To receive a copy, contact WATERKLOOF AGS via email (info@waterkloofags.co.za) and specify the required information. We will request a form of identification to confirm your identity before providing you with the desired personal information.

### Correction or Updating your Information:

You have the right to ask us to update, correct or delete any of your personal information. We will require a form of identification to confirm your identity before changing any of your personal details. Please note, that as an NPO some of your details are a necessity. And to function properly we will need access to those information (for example, email addresses, names, numbers, etc.).

### Contact us:

If you desire further information regarding this notice, you are welcome to contact our Information Officer via email (info@waterkloofags.co.za).

# Cookie Policy

A 'cookie' is fragments of data stored on a computer's hard drive when visiting Websites. WATERKLOOF AGS uses cookies to analyse our website's overall movement of visitors and users to improve our website's online experience.

We do not use cookies to gather and accumulate any personal data.

We encourage the enabling of cookies to help us improve our website's online experience and effectiveness, but you can still freely visit our WATERKLOOF AGS website while blocking cookies.