

## Privacy Policy

### 1. Introduction

Thomas Consultations (Pty) Ltd will take all reasonable measures to ensure that your personal information is processed & protected lawfully, in keeping data confidential & secure. This privacy policy, and the interpretation and enforcement thereof, will be governed by the laws of the Republic of South Africa. This Privacy Policy forms part of the Terms and Conditions of Use of this website. Continued use of this website means you agree to the provisions of this Policy and are bound by them

### 2. Definitions “personal information”

“personal information” is as defined in the Promotion of Access to Information Act No 2 of 2000 (“PAIA”) “user” means any person accessing any part of the web site.

### 3. Security of Your Information:

This document describes how we handle data & information collected from you whilst visiting & making use of our website. When storing personally identifiable information and payment information in our database/s, we encrypt some sensitive data such as passwords. Such data is retained for as long as we are obligated to by law in providing the services requested. Should any of our databases be compromised resulting in your personal information being unlawfully disclosed, we will advise you via e-mail & advise you on the steps required to protect your personal information.

### 4. Collected Information:

We collect only what is necessary and use it only for the purpose for which it is required. We will neither sell your personal information to anyone nor otherwise dispose of it to a third party otherwise than as set out in the Policy. We will not attempt to obtain your permission to do so by deceptive means. If we do not need it anymore, we will delete any personal information held.

### 5. Collection of anonymous data:

Completing information & making use of our website you will have to provide us with personally identifiable information to enable us to provide you with the request’s products. The information you provide will be entered into our database.

### Your Personal Data may Include:

- name and surname
- email address
- telephone number
- company name, company registration number & VAT number
- postal or street address
- username and password

### 6. Access to personal data:

If you believe that your personal data which we may have been outdated or incorrect please ask us to correct—please use our contact page. Please provide us with all the information we need to make the correction. You can also request access to any relevant personal data held by the web site owner as laid out in the Promotion of Access to Information Act 2 of 2000 (“PROATIA”) and where such access is necessary for you to exercise and/or protect any of your rights. We think that it will probably be simpler for you to just send us an e-mail asking for the information you need.

### 7. Information Collected and Stored Automatically:

When you visit our web site we automatically collect and store the following non-identifying information:

- Date, time & duration of visit/s to our site, for the purpose of traffic and statistical monitoring.
- Internet protocol (IP) address from which you are accessing our web site.
- Type of web browser (FireFox, Chrome, Edge) utilised in the site visit & operating system (Windows, Linux, Android, MacOS, iOS) the browser is running on.
- Pages visited, this assists us improving our content & the relevance thereof.

This information is used to improve our site & it’s content presented to visitors by learning the number of visitors, the number of pages served. We do not track or record information about identifiable individuals and their visits.

### 8. 3rd Party Links

Thomas Consultations (Pty) Ltd website may contain links to sites that belong to third parties & are therefore unrelated to us. We have no control over and accept no responsibility for the privacy practices of any third-party sites to which hyperlinks may have been provided and we strongly recommend that you review the privacy policy of any site you visit before using it further.

### 9. Limitation

We are not responsible for, give no warranties, nor make any representations in respect of the privacy policies or practices of linked or any third-party websites.

### 10. Cookie Policy

*Cookies are small text files that most websites on the internet store on your device and use to improve your overall experience.*

If you do not wish for cookie to be stored, one can reject cookies at browser level. The process is slightly different for each browser. Please do note that cookies may be necessary to provide you with certain features on our website, and thus if you disable the cookies on your web browser you may not be able to use those features, and your access to our website will therefore be limited.

#### **11. Security**

While reasonable measures are taken to ensure the security and integrity of information submitted to this site, we may not be held liable for any loss or other damage sustained by a user or users as a result of the intentional or accidental release of information by an employee of the web site owner or any third party. Users and/or subscribers are prohibited from releasing their username and/or password to any other person.

#### **12. Child Friendly**

This is a child-friendly website, we taking in account the privacy and well-being of children. Services are not available to children under the age of 18.

#### **13. Unauthorised Disclosure:**

We cannot accept any liability whatsoever for unauthorised or unlawful disclosure of your personal data by third parties who are not subject to our control.

#### **14. Amendment of Policy**

We reserve the right to update and | or make relevant changes to this Privacy Policy document. Should there be major changes, we will inform clients via email/sms.

#### **15. Questions**

Should you have any questions regarding our privacy policy, please [contact us](#)