## **PAIA Manual**

As part of our POPIA system our privacy policy is to inform you we collect personal data from you when you submit to us via our website.

In compliance to the provisions of the POPI Act we are informing you that we use your data for communication, special offers, enquiries, quoting and marketing purposes and the date received is stored according to our strict data protection policies.

We will not share your data with any third parties or use your data for any purpose other than described above without your written consent.

At any given time if you feel we have violated your rights to the protection of your personal data, you have a right to complain to us and we will take the necessary action, failing which you can escalate to the Regulators office.

We make use of cookies to assist us in the collection of useful information about visitors to our website.

By submitting an enquiry on our website or clicking on the accept button you are agreeing to the terms above. (Website only)

You may withdraw your consent at any time by notifying us in writing.