



PRIVACY POLICY

1. Introduction

Thank you for visiting Wholesale Cabinet Fittings (Pty) Ltd "WCF". Your privacy is important to us. To better protect your privacy, we provide this notice explaining our information practices and the choices you can make about the way your information is collected and used by the Group.

THIS PRIVACY POLICY FORMS PART OF THE WHOLESALE CABINET FITTINGS (PTY) LTD WEBSITE TERMS AND CONDITIONS. IF YOU DO NOT AGREE WITH ANY TERM OF THIS PRIVACY STATEMENT, YOU MUST CEASE YOUR ACCESS OF THIS WEBSITE IMMEDIATELY.

2. Definitions and Interpretation

2.1. **Effective Date** 1 July 2021

2.2. **Personal Information** means information relating to an identifiable, living, natural person, or an identifiable, existing juristic person, as defined in POPI;

2.3. **POPI** Protection of Personal Information Act, No 4 of 2013;

2.4. **Processing** means an operation or activity, whether or not by automatic means, concerning Personal Information, including the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use, dissemination by means of transmission, distribution or making available in any other form, merging, linking, restriction, degradation, erasure or destruction of information;

2.5. **Website** means the website of the Wholesale Cabinet Fittings (Pty) Ltd at www.cabinetfittings.co.za

2.6. **You** or the **user** means any person who accesses and browses this website for any purpose.

3. Status and Amendments

This Privacy Policy sets out the WCF's information gathering and dissemination practices in respect of the Website. This Privacy Policy governs the processing of personal information provided to WCF through your use of the Website.

We may update this privacy policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

The Effective Date indicates the date that governs the browsing and use of this Policy from that date until the next revision of this Policy becomes effective. Continuing to browse the Website after a revised Policy becomes effective constitutes your agreement to observe this Policy as may be revised.

4. Processing of Personal Information

By providing your personal information to WCF you acknowledge that it has been collected directly from you and consent to its processing by WCF.

WCF may Process your Personal Information, for among other things, the following;

- to conduct market research;
- to give effect to any communication received from you, which may include instructions, requests, queries, complaints and questions;
- for the administrative, marketing (including direct marketing)

Where you submit Personal Information (such as name and email address) via the Website (e.g. through completing any online form) the following principles are observed in the processing of that information:

- WCF will only collect personal information for a purpose consistent with the purpose for which it is required. The specific purpose for which information is collected will be apparent from the context in which it is requested;
- WCF will only process personal information in a manner that is adequate, relevant and not excessive in the context of the purpose for which it is processed;
- Personal Information will only be processed for a purpose compatible with that for which it was collected, unless you have agreed to an alternative purpose in writing or WCF is permitted in terms of national legislation of general application dealing primarily with the protection of Personal Information;
- WCF will keep records of all Personal Information collected and the specific purpose for which it was collected for a period of 1 (one) year from the date on which it was last used unless we advise you in advance that the information will be retained for a longer period or if we are required by law to retain the information;
- WCF may also disclose your personal information to third parties under certain circumstances. If you do not wish us to disclose this information to third parties, please contact us at the contact details set out below. We may, however, not be able to provide products or services to you if such disclosure is necessary. Your consent is required before we will disclose your information to third parties for any purpose other than to provide you with services or unless we are authorized to do so by law;

- If Personal Information is released to a third party, WCF will retain a record of the information released, the third party to which it was released, the reason for the release and the date of release, for a period of 1 (one) year from the date on which it was last used unless we advise you in advance that the information will be retained for a longer period or if we are required by law to retain the information;
- WCF will destroy or delete any Personal Information that is no longer needed by the Group for the purpose it was initially collected, or subsequently processed.
- As permitted by the Electronic Communications and Transactions Act 25 of 2002, WCF may use Personal Information collected to compile profiles for statistical purposes. No information contained in the profiles or statistics will be able to be linked to any specific user.

5. Security

WCF takes reasonable measures to ensure the security and integrity of information submitted to the Website, but cannot under any circumstances be held liable for any loss or other damage sustained by you as a result of unlawful access to or dissemination of any Personal Information by a third party.

6. Links to other websites

WCF has no control over and accepts no responsibility for the privacy practices of any third party websites to which hyperlinks may have been provided and WCF strongly recommends that you review the privacy policy of any website you visit before using it further.

7. Access to records

You have the right to access your record in a timely manner. If you request a copy of your record, one will be provided to you at a reasonable cost. Requests for access to your record can be made in writing to the Deputy Information Officer in terms of our Promotion of Access to Information Act Manual.

8. Queries

If you have any queries about this policy please contact us by emailing wcf@cabinetfittings.co.za