

PRIVACY POLICY

F BOCKS CONSTRUCTION

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1. INTRODUCTION

We strive to protect your privacy by ensuring compliance with all relevant regulatory requirements, as well as applicable legislation.

This policy extends to all entities and divisions that form part of our operations.

The aim of this policy is to notify our existing and future clients how we handle personal information given to and collected by us.

Any reference to “we”, “us”, or “our” in this policy shall be to F Bocks Construction, situated at 18 Duthie Street, Malmesbury, Western Cape Province.

Any reference to “user”, “you”, “your”, “yourself”, “client” in this policy shall be to any current or future client and being yourself or any person in your legal care.

2. OBJECTIVE

The objective of this policy is to ensure compliance with applicable regulatory requirements and legislation, as well as to inform you of the manner in which your personal information is collected and dealt with.

3. CONSENT

By making use of our services, you agree that you acknowledge that you accept the terms and conditions outlined in this policy, and explicitly consent to the collection, use and disclosure of your personal information in the manner described herein, or any manner necessary for us to provide you with the selected services requested.

4. INFORMATION COLLECTED BY US – WHAT AND HOW

In order for us to properly provide our services, we are required to collect certain personal information from and about you.

Personal data or personal information means any information relating to you which identifies you or enables the identification of yourself.

The personal information collected by us includes, but is not limited to your identity number, biometric information, contact details, employment details, residential address, postal address, family details, as well as any other information required to enable us to properly render our services to you.

We collect personal information about you by way of direct interactions when you voluntarily provide us with such details by way of completing information forms, by way of electronic correspondence (such as e-mail), postal correspondence and/or provided by you during consultations.

We may also request and receive personal information about you from previous service providers with whom you have consulted, as well as third party service providers.

5. WHAT DO WE USE THE DATA COLLECTED FOR

Personal information collected by us are used for only legitimate purposes in line with providing the requested and required services to you.

Purposes for which we use your personal information include, but is not limited, to the following:

- a) To communicate with you in accordance with your selected preference;
- b) To manage our relationship with you;
- c) To render requested and ancillary services to you; and
- d) To improve our services, marketing, relationships and client experiences.

6. STORING OF COLLECTED PERSONAL INFORMATION

All personal information collected are stored on our internal computer network, as well as in hard copy form in your client file, which is stored in safely kept filing cabinets.

We will take all reasonable steps to ensure that your personal information is protected. We protect and manage personal information by using electronic and computer safeguards, as well as physical access control to our file storage. We only authorise access to personal information to those employees who require it to fulfil their designated duties.

7. DISCLOSURE OF DATA TO THIRD PARTIES

We may share your personal information with third parties, including but not limited to other service providers as required to render our services, insurance providers, as well as any other third party required to provide you with the services you may request or require.

Personal information will be shared with any attorney or law firm instructed to collect any outstanding amounts due by you to us.

Personal information will be shared to third parties to whom we may choose to sell, transfer, or merge parts of our business or assets.

We reserve the right to retain personal information collected by us or provided by you and to process such personal information to comply with accounting, tax rules, regulations and any specific record retention laws.

All service providers are however bound to maintain the confidentiality and security of your personal data and are restricted in their use thereof as per prescribed legislation and regulations.

In accordance with applicable legislation, we will disclose your personal information without your consent if, we are required to do so by law or a court order, or alternatively if it is in the public interest to do so.

8. RETENTION OF PERSONAL INFORMATION

We will only retain your personal information for as long as required to enable us to fulfil the purposes for which we collected such personal information, or as permitted by law.

9. CHANGES TO POLICY

We reserve the right, in our sole and absolute discretion, to update, modify or amend this policy from time to time with or without notice or justification.

You agree to review the policy whenever you are informed of any such change.

The amended version of the policy shall supersede and replace all previous versions thereof.

10. USER RIGHTS

You have several rights under the data privacy legislation, which under certain circumstances includes the right to:

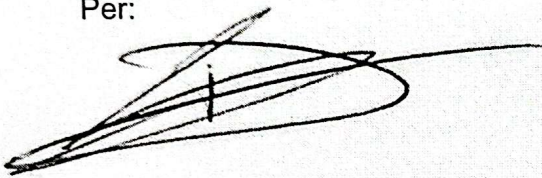
- 10.1 Request access to your personal data;
- 10.2 Request correction of your personal data;
- 10.3 Request erasure of your personal data;
- 10.4 Request restriction of processing of your personal data;
- 10.5 Request the transfer of your personal data;
- 10.6 Object to processing of your personal data;
- 10.7 Withdraw any consents given; and
- 10.8 Request human intervention for automated decision making.

Should you have any request regarding your personal information, kindly contact our information officer, Ruwayda Arends at 079 933 6068, alternatively at admin@fbocks.co.za

11. INDEMNIFICATION

We do not make any warranties or representations that your personal information shall be entirely safe or secure, even after compliance with the relevant legislation and regulations. You therefore, by making use of our services, indemnify us of any loss, whatsoever, that may arise out of using or sharing your personal information.

Per:

A handwritten signature in black ink, appearing to be 'DF SMIT', with a large, sweeping flourish extending to the right.

DF SMIT (Attorney, Notary, Compliance Officer)

TSP ATTORNEYS