

WEBSITE PRIVACY NOTICE

Jirrah Governance Consulting cares about your privacy and wants you to be familiar with how we collect, use, and disclose data. This privacy notice covers the processing of personal information collected through our website.

If you have any questions, please send your questions to celeste.schlebusch@jirrah.co.za

1. WHAT THIS PRIVACY NOTICE IS ABOUT

<p>Who does this privacy notice apply to?</p>	<p>This notice applies to everyone that visits Jirrah Governance Consulting’s website. In terms of the Protection of Personal Information Act (‘POPIA’), you are the data subject.</p>
<p>Who are you sharing your information with?</p>	<p>You are sharing your information with Jirrah Governance Consulting (Pty) Ltd</p> <p>Our registered address is:</p> <p>26 Walnut Avenue Breunanda Krugersdorp 1739</p> <p>In terms of POPIA, we are the responsible party.</p>
<p>What kind of information we collect and how we use it.</p>	<p>We collect your information when you contact us through our website and when we need to respond to your communication.</p> <p>In most circumstances, the personal information we collect from you through our website is voluntary.</p> <p>If you choose not to provide us with the personal information we need, it will limit our ability to respond to</p>

	<p>your message or enquiry. For example, if you do not provide us with your contact number or email address, we will not be able to respond to your communication.</p>
<p>What personal information is.</p>	<p>Personal information is all information relating to a specific individual. This includes contact information, information relating to your race, gender, sex, pregnancy status, marital status, ethnic or national origin, sexual orientation, physical or mental health, disability, religion, belief, culture, language, education background, financial information, criminal behaviour, employment history, personal opinions, views or preferences, and private or confidential correspondence.</p> <p>It does not matter whether the information is held on paper or in an electronic or other format – it is still personal information and must be protected.</p>
<p>From time to time, we will change how we work with personal information, and we will use this notice to tell you about it.</p>	<p>From time to time, we may have to change this privacy notice to accommodate changes in our business or changes to the law.</p>

2. WHAT INFORMATION WE COLLECT

<p>Your interaction with us through our website determines what information we collect.</p>	<p>The type of information we collect and share depends on whether you submit questions, request information, inquire about our products or services or give us feedback.</p>
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<p>We will collect information directly from you or through the use of cookies.</p>	<p>Most of the time we will collect your information directly from you. However, sometimes we will also collect information using cookies.</p>
<p>Here is a list of the personal information that we collect about you.</p>	<p>From you, we collect:</p> <ul style="list-style-type: none"> ● your contact information (e.g., name, address, telephone numbers, fax numbers, email addresses). <p>Via cookies, we collect:</p> <ul style="list-style-type: none"> ● your device operating system ● access time ● other device data ● advertisements and other areas of the website you clicked on ● your location.

3. WE USE COOKIES TO COLLECT YOUR PERSONAL INFORMATION

<p>We use cookies to collect information to enable our website to function optimally and to help us improve the website.</p>	<p>We use first-party and third-party cookies.</p> <p>First-party cookies are cookies that we put on your device directly.</p> <p>Third-party cookies are cookies that our service providers place on your device when you visit our website. We use these service providers to analyse how you use our website and to detect malicious visitors.</p>
<p>We have some cookies that are essential for the availability of our website.</p>	<p>These cookies are essential for the normal functioning of our website and for you to use its features, such as accessing secure areas of the site.</p>

<p>We use cookies to collect statistics and to analyse the use of our website. You may opt out of these cookies without affecting the functionality of our website.</p>	<p>These cookies collect information about how you use our website, such as the pages you visited and the links you clicked on. We cannot use this information to identify you as the information is all aggregated and, therefore, anonymised. The sole purpose of the cookies is to improve the functionality of our website. This includes cookies from third-party analytics services.</p>
<p>We use cookies to store your preferences. You may opt out of these cookies, but this will affect some functionality of our website.</p>	<p>These cookies allow our website to remember choices you made in the past, such as your selected font size.</p>
<p>We use cookies for marketing and advertising purposes. You may opt out of these cookies without affecting the functionality of our website.</p>	<p>These cookies track your online activity to help us deliver more relevant advertising or limit how many times you see an ad. These cookies can share information with other organisations or advertisers.</p>
<p>You can manage cookies through your web browser. Most browsers will tell you how to stop accepting new cookies, how to be notified when you receive a new cookie, and how to disable existing cookies.</p>	<p>You can find out how to do this by clicking 'help' on your browser's menu or by visiting www.allaboutcookies.org. If you disable cookies, it may affect the functionality of our website.</p> <p>These links will explain how to manage cookies for the most common browsers:</p> <ul style="list-style-type: none"> ● Microsoft Edge ● Google Chrome ● Firefox ● Safari

4. HOW WE SHARE YOUR INFORMATION

We only share your information if it is required to manage our website or for legitimate business reasons.

We only share the minimum amount of your information which is required with a service provider.

We only share your information with service providers we trust, and who have agreed to keep your information secure and confidential, and to only use it for the purposes for which we shared it with them.

Some of the service providers that we use may be in other countries. These countries may not have the same levels of protection of personal information as South Africa. In which case, they must undertake to protect personal information to the same level that we do.

We provide for appropriate safeguards by means of contracts between our local and foreign service providers and us.

Here are some of the instances when we are required to share your information:

- sometimes we are required by legislation to share your information with the government or a court (e.g. the Department of Labour or SARS);
- we might share your information with companies who provide services on our behalf and with our instructions (e.g. payroll, tax, auditors, IT, accountants, labour consultants and other professional consultants).

5. HOW WE STORE YOUR INFORMATION

<p>We retain your personal information for as long as it is reasonably necessary.</p>	<p>We retain your personal information for as long as we have a legitimate reason to keep it. These periods vary depending on the type of personal information, the reason why we originally collected it and if there is a specific retention period required by law.</p>
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6. HOW WE KEEP YOUR INFORMATION SECURE

<p>We have reasonable security measures in place to protect your personal information and to minimise the impact of a breach.</p>	<p>We base our security measures on the sensitivity of the personal information that we hold. Our security measures are in place to protect your personal information from:</p> <ul style="list-style-type: none"> ● loss ● misuse ● unauthorised access ● being altered ● being destroyed
<p>We regularly monitor our systems for possible vulnerabilities and attacks.</p>	<p>No system is perfect, and we cannot guarantee that we will never experience a breach of any of our physical, technical, or managerial safeguards, but we regularly monitor our systems for vulnerabilities.</p>
<p>We will let you know of any breaches that may affect your personal information.</p>	<p>If something should happen, we have taken steps to minimise the threat to your privacy, and we will let you know if your personal information has been compromised.</p> <p>We will also let you know how you can help minimise the impact of the breach.</p>

7. YOUR PERSONAL INFORMATION RIGHTS

<p>You may ask us about your personal information.</p>	<p>You have the right to know when we collect and use your personal information, and to ask us what we know about you and what we do with that information.</p>
<p>You may access your personal information.</p>	<p>You may ask to access your own personal information by contacting celeste.schlebusch@jirrah.co.za</p> <p>We may take up to one month to respond to your request and may charge a fee in some circumstances. We will let you know if this is the case.</p>
<p>You have control over your personal information.</p>	<p>You may:</p> <ul style="list-style-type: none"> ● ask that we update incorrect personal information, or complete personal information that may be incomplete; ● ask that we delete your personal information; ● ask to receive your personal information in a structured, commonly used and machine-readable format; ● ask that we reuse your personal information for your own purposes across different services; ● object to the processing of your personal information under certain circumstances; ● object to automated decision-making and profiling; ● ask that a human review any automated decisions that we make about you, express your point of view about it, and obtain an explanation of the decision. You may challenge any automated decision made about you; and ● ask that we restrict our use of your personal information.

You have the right to unsubscribe.	You have the right to unsubscribe from any direct marketing we send you.
You have the right to lodge a complaint with the Information Regulator.	You can contact the Information Regulator at infoereg@justice.gov.za .