

The BSW Sales and Leadership is committed to our customers' privacy and data privacy data. Our Privacy Policy applies to all users of the BSW Sales and Leadership website. The BSW Sales and Leadership is committed to protecting your privacy and ensuring that your personal information is collected, processed, stored, and safeguarded per the Protection of Personal Information Act requirements, 2013 ("POPIA).

We will use your personal information only for the purposes for which it was collected for.

## **1. Information Collected**

We collect information directly from You when You complete an order form on the Site.

The information may include but is not limited to Name and Surname, Contact number, and e-mail address. That is the only information we collect.

We share no personal information with third parties.

## **2. Protection of Personal Information Act**

- "PERSONAL INFORMATION" means information relating to You, including but not limited to information pertaining to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of Yourself; Information relating to the education or the medical, financial, criminal or employment history of Yourself; any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or the other particular assignment to Yourself; the biometric information of Yourself; Your opinions, views or preferences of Yourself; correspondence sent by Yourself that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal information about the contents of the original correspondence; the views or opinions of another individual about Yourself; and Your name if it appears with other personal information relating to Yourself or if the disclosure of the name itself would reveal information about Yourself.
- "PROCESS OR PROCESSING" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including the collection, receipt, recording, organization, collation storage, updating or modification, retrieval, alternation, consultation or use; dissemination using transmission, distribution or making available in any other form; demerging, linking, as well as restriction, degradation, erasure or destruction of information.
- "PROCESSING PURPOSE" means to provide users of the BSW Sales and Leadership application and other products and services that a user may request or that a user has expressed interest in, customer support, communicate and provide additional information that may be of interest to users through e-mail or other means, such, to send users reminders and support and administrative messages.

By using the services and by accepting the Terms and Conditions and the application of our Privacy Policy, You agree to the following:

- that we may PROCESS Your PERSONAL INFORMATION for the PROCESSING PURPOSES;

- that all PERSONAL INFORMATION of Yourself was given directly to us by You;
- You are aware of and understand the PROCESSING PURPOSE;
- that the records of Your PERSONAL INFORMATION may be retained by us, even after the PROCESSING PURPOSE has been met, which retention is subject to the following:
  - PERSONAL INFORMATION shall not be processed in any manner other than for storage purposes by us; and
  - in the event that the PROCESSING PURPOSE is revived for any reason whatsoever You give Your consent, that we may PROCESS Your PERSONAL INFORMATION for the PROCESSING PURPOSE until such time that the PROCESSING PURPOSE is met.
- that You will provide us with updated PERSONAL INFORMATION if any such information changes;
- that You are aware of our identity, as well as our physical address;
- that the supply of PERSONAL INFORMATION to us is mandatory and if such information is not supplied, we shall not provide any services to You whatsoever;
- that You are aware that You may at any time object to the PROCESSING OF PERSONAL INFORMATION in Terms of the Protection of Information Act;
- that You are aware that You may at any time lodge a complaint with the Information Regulator in Terms of the Protection of Information Act.

If, for any reason, you think that your information is not processed correctly, or that your information is being used for a purpose other than for what it was initially intended, you may contact us at [support@imesolutions.biz](mailto:support@imesolutions.biz).

### **3. Access, Correction, and Deletion of Personally Identifiable Data**

You may request access to a report of the Personally Identifiable Information we maintain concerning Your use of the Service, and You may request that the Personally Identifiable Information that we have collected and be maintain, corrected or deleted. To make this request, please contact us at [bswsalesleadership@gmail.com](mailto:bswsalesleadership@gmail.com).

Please be aware that if You request that we delete Your Personally Identifiable Information, You may no longer have access to BSW Sales and Leadership. If Your access to the BSW Sales and Leadership is terminated based upon Your request that We delete Your Personally Identifiable Information, please be advised that Your resulting inability to use BSW Sales and Leadership shall not be a basis for a refund or to avoid charges for the BSW Sales and Leadership that You previously agreed to.