



LMS
Louis Meyer Secretarial

LOUIS MEYER SECRETARIAL CC

TERMS OF USE

AND

PRIVACY POLICY

www.shelfcompanies.co.za

TERMS OF USE AND PRIVACY POLICY

This Policy includes LOUIS MEYER SECRETARIAL CC (the “Responsible Party”)’s Data Protection and Information Security Policy.

The Privacy Policy applies to the LOUIS MEYER SECRETARIAL CC Website, it refers to and include all companies listed below, that is referred to on the website as services provided:

- LOUIS MEYER SECRETARIAL CC

The Privacy Policy does not apply to other online or offline websites or services. Please read the complete Privacy Policy and Statement.

INTRODUCTION

LOUIS MEYER SECRETARIAL CC is committed to protecting your privacy, we respect your privacy and take the protection of any personal information or business information very seriously. Most of the pages on our website can be visited without giving us any Personal Information about yourself, however sometimes we do need Information, to provide the services requested. The purpose of this Privacy Policy is to explain how we collect the data and how we use the data and how we store information.

COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, ACT 4 OF 2013 AS AMENDED (PoPI ACT)

This Privacy Policy Statement is subject to the PoPI Act and requires the implementation of the Eight Conditions for the Lawful Protection of Personal Information in terms of the Act.

COLLECTION OF YOUR PERSONAL INFORMATION

We will ask you when we need Information that personally identifies you (Personal Information) or allows us to contact you. Generally, this Information is requested when you are registering before entering a contest, ordering e-mail newsletters, signing up for an event or training, when purchasing and/or registering for any of our serves and or for Job Seekers.

Common types of information that might be collected and process for services required:

Personal Information:

- Identifying Information – such as your name, surname, identification number
- Contact information – such as your e-mail address or telephone number
- Address Information – such as your physical or postal address
- Demographic Information – such as gender, marital status, language, country or Location

Depending on the services you require, Job Seekers we may collect other sensitive information:

Sensitive Personal Information:

- Financial information – Salary expectation and bank account details
- Sensitive demographical information – race or ethnicity
- Driver's License
- Tertiary Education or Qualifications
- CV

LOUIS MEYER SECRETARIAL CC also collects certain Information from your computer hardware and software. This Information may include: your IP address, browser type, operating system, domain name, access times and referring website addresses. This Information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Responsible Party's website.

LOUIS MEYER SECRETARIAL CC also collects Information about which pages our customers visit within our Web. This website visitation data is identified only by a unique I.D. number, and it is never linked with Personal Information unless a user consents as described below.

USE OF YOUR PERSONAL INFORMATION

We use your Personal Information for the following purposes:

1. To ensure our website is relevant to your needs.
2. To deliver services, such as newsletters, events, training, or software, that you request or purchase.
3. To help us create and publish content most relevant to you.
4. To alert you to product upgrades, special offers, updated Information and other new services from the Responsible Party, if you so request.
5. To allow you access to limited-entry areas of our website as appropriate.

LOUIS MEYER SECRETARIAL CC merge site-visitation data with anonymous demographic Information for research purposes, and we may use this Information in aggregate to provide more relevant content. In some limited-entry sections of the Responsible Party, with your approval, we will combine site-visitation data with your Personal Information in order to provide you with personalised content. If you decline permission, we will not provide you the personalised service and will not merge your Personal Information with site-visitation data.

We occasionally hire other businesses to provide limited services on our behalf, including, mailing, and delivering purchases, answering customer questions about services, and processing event registration. We will only provide those businesses the Information they

need to deliver the service, and they are prohibited from using that Information for any other purpose.

LOUIS MEYER SECRETARIAL CC may disclose your Personal Information if required to do so by law or in the good-faith belief that such action is necessary to:

1. conform to the edicts of the law or comply with legal process served on the Responsible Party or the website.
2. protect and defend the rights or property of the Responsible Party and its website; or
3. act in urgent circumstances to protect the personal safety of the Responsible Party's employees, users of our products or services or members of the public.

CONTROL OF YOUR PERSONAL INFORMATION

When you register, or otherwise give us Personal Information, the Responsible Party will not share that Information with Third Parties without your permission, other than for the limited exceptions already listed. It will only be used for the purposes stated above.

LOUIS MEYER SECRETARIAL CC may send out periodic e-mails informing you of technical service or security issues related to a service you requested or confirming that you requested a service. You will not be able to choose to unsubscribe to these mailings, as they are considered an essential part of the service you have chosen.

SECURITY OF YOUR PERSONAL INFORMATION

LOUIS MEYER SECRETARIAL CC is committed to protecting the security of your Personal Information. We use a variety of security technologies and procedures to help protect your Personal Information from unauthorised access, use or disclosure. For example, we store the Personal Information you provide in computer servers with limited access that are located in controlled facilities. When we transmit sensitive Information over the internet, we protect it using encryption or passwords.

PROTECTION OF CHILDREN'S PERSONAL INFORMATION

LOUIS MEYER SECRETARIAL CC is a general audience website and does not knowingly collect any Personal Information from children.

USE OF COOKIES

When someone visits our website, a cookie is placed on the customer's machine (if the customer accepts cookies) or is read if the customer has visited the site previously. One use of cookies is to assist in the collection of the site visitation statistics described above.

We also use cookies to collect Information on which newsletter links are clicked by customers. This Information is used to ensure we are sending Information customers want to read. It is collected in aggregate form and never linked with your Personal Information.

Web beacons, also known as clear gif technology, or action tags, may be used to assist in delivering the cookie on our site. This technology tells us how many visitors clicked on key elements (such as links or graphics) on the Responsible Party's website. We do not use this technology to access your personally identifiable Information on our website; it is a tool we use to compile aggregated statistics about the Responsible Party's website usage. We may share aggregated site statistics with partner businesses but do not allow other businesses to place clear gifs on our website.

If you choose to not have your browser, accept cookies from the Responsible Party's website, you will be able to view the text on the screens, however you will not experience a personalised visit nor will you be able to subscribe to the service offerings on the site.

OPT-OUT PROCEDURE

"Opting-out" in a legal sense means the same as it does in an everyday sense. To "Opt-Out" means you are choosing to no longer participate in something.

Opting out becomes significant in a legal sense when you develop a website or app that's legally required to provide a method of opting out to those who use your website or app. Not all business models are required by law to provide an opt-out method for customers.

An Opt-Out Policy that lets customers know that they have the ability and right to opt out of aspects of your website or app, as well as a clear and easy-to-follow method for opting out, are required by law in certain circumstances.

PURPOSE SPECIFICATION OF PERSONAL INFORMATION

Any Personal Information supplied by a Data Subject shall only be collected and used by LOUIS MEYER SECRETARIAL CC for the purpose for which it was originally intended. In the event that the Personal Information will be used for another purpose, consent from the Data Subject will be obtained prior to the use of such Information.

ACCURACY OF PERSONAL INFORMATION

In the event of any changes to the Personal Information of a Data Subject, the Data Subject is under an obligation to inform LOUIS MEYER SECRETARIAL CC of the said changes within a reasonable period.

CHANGES TO THIS POLICY

LOUIS MEYER SECRETARIAL CC will occasionally update this Privacy Policy. When we do, we will also revise the "last updated" date at the top of the Privacy Policy. For material changes to this Policy, the Responsible Party will notify you by placing prominent notice on its website.

LOUIS MEYER SECRETARIAL CC reserves the right to amend, alter and terminate this Policy at any time.