ı M.F. Dollev



# PRIVACY AND PERSONAL INFORMATION - PROTECTION OF PERSONAL **INFORMATION ACT 4 OF 2013 / GENERAL CONSENT DECLARATION:**

M.F. Dolley	hereby declare and confirm that I, as the person,
collectively referred to as "the Client"), do h information supplied or provided to the serv	who is providing personal information (hereafter tereby irrevocably agree and understand that any/all vice provider (Agency/Agent/Landlord) is done so in as and in terms of this agreement and consent
declaration.	is and in terms of this agreement and consent
	MFDolley
	Client signature

CHOPROP SALES AND LETTING (PTY) LTD respects your privacy and undertakes to safeguard such personal information using the formation and implementation of various physical, technological and procedural systems.

### **PERSONAL INFORMATION**

- Your personal information includes information we collect, disclose, collate, process and store (use):
  - automatically when you visit our website or use our application;
  - accept on registration or submission;
  - · get through an order; or
  - you provide voluntarily.
- It excludes anonymous, de-identified, statistical, and public information.

### **ACCEPTANCE AND CHANGES**

You may not order any of our products or services if you do not accept/consent to this declaration with the necessary amendments.



- We may change this policy at any time and will notify you of the changes on our website, through our application, or by email. The changed policy applies to you if you continue using our website, our application, or our products or services following the notification.

#### **OBTAINING INFORMATION**

- <u>Collection</u>: When you visit our website, we automatically collect your Internet usage information (including your IP address, browser details, and usage information) through your browser, which we may use to display our website correctly, track your activities on it, or for other necessary purposes.
- Automatically through application: When you use our application, we automatically collect your application usage information (including your operating system version and other relevant system information) through analytics software and other technologies, which we may use to optimise our offering to you.
- On registration or submission: We may ask you to provide us with certain identifying information (including your first name, surname, and email address) when you register on or otherwise submit information through our website or application for the first time.
- <u>Through an order</u>: We ask you to provide us certain products or services information when you order our products or services.
- Voluntarily: We may ask you to provide us certain optional information on a voluntary basis.

### **CONSENT TO COLLECTION**

 We will get your consent to collect your personal information in accordance with applicable law when you provide us with it.



## PURPOSE OF COLLECTION

 We may process your information that you provide to us for the purposes that you indicated when you agreed to provide it to us. Processing includes gathering your personal information, disclosing it, and combining it with other personal information.

### **USE**

- <u>Processing</u>: We may process your personal information to fulfil our obligations to you.
- <u>Messages</u>: We may use your identifying information to send you administrative and update messages about our website or application.
- Promotional messages: We will not send you promotional messages unless you have chosen to opt into them. But we may send you one message asking you to opt into promotional messages without you having opted into promotional messages.
- <u>Targeted content</u>: We may use your personal information to provide you with targeted content through our website or application in a completely automated process.
- Recording calls: We may monitor and record any telephone calls that you make to us, unless you specifically request us not to.

### **DISCLOSURE**

- We may share your personal information with third parties (with your express consent) for the purposes of fulfilling our obligations to you, including with:
  - other companies or divisions within our group;
  - our contractors who help us meet our obligations to you, including those that help us understand your personal information; or
  - get through an order; or
  - third parties as required by applicable law.



- We will require anyone that we share your personal information with to honour this policy whenever possible in terms of applicable law. However, we do not take responsibility for the mishandling and mismanagement of personal information by a third party.
- We may disclose personal information to third parties if required for legal reasons (without your express consent), such as if required by the relevant authorities or a court order.
- We may disclose aggregate statistical information that we derive from your and other people's personal information to our advertisers or business partners.
- We may need to disclose personal information to our personnel to do their jobs, but will not do so unnecessarily.
- We may assign our rights to the personal information we process to our new owners if our ownership changes for any reason.

### **STORAGE**

- You may ask us to provide you with a description of the personal information that we hold on you, correct or update it or delete it (provided that we do not need it to fulfil our obligations to you or applicable law does not require us to keep it). We will take all reasonable steps to verify your identity before doing so. We may charge a fee to recoup our costs associated with this request if there is a cost to us associated with it and provided that applicable law allows us to do so. Please contact us with your name and any other information needed to identify you correctly if you want access to information or want us to correct, update or delete it.
- We will do our best to keep your personal information that we collect accurate, complete, and up to date.
- We may ask you to update your personal information from time to time, but will take steps to verify your identity to prevent unauthorised access when doing so.
- We will only keep your personal information for as long as is necessary to fulfil our obligations to you, unless you have given us permission to keep it longer or we are otherwise legally allowed to do so.
- We may transfer your personal information outside of the country in which it was collected to a foreign country. You consent to us processing your personal information in a foreign country with less stringent data protection laws than the country in which it was collected.