

Privacy Statement



Dear Valued Clients

DEVCO TECH PRIORITIZES YOUR PRIVACY AND RESPECTS YOUR PERSONAL INFORMATION.

When you use our website, please be assured that your personal data is being collected in terms of the Protection of Personal Information Act 4 of 2013 (“the Act”). We commit to ensure the quality, accuracy and confidentiality of all Personal Information in our possession.

Please note that this online privacy policy applies to information we have collected from users of our website and not to information collected offline. Devcotech also reserves the right to change this policy from time to time by posting the update version on our website. Please visit our page frequently to stay informed about our use of your personal information.

Consent

By using our website, you are consenting to Devcotech collecting, using and disclosing your personal information in accordance with this Privacy Policy. If you do not agree to the collection, use and disclosure of your personal information in this way, please do not use the Devcotech website or contact us directly.

What information is being collected and how?

When contacting Devcotech, you may be asked to provide **Personal Information** for optimal usage. This “Personal Information”, as defined in the Act, includes:

- Full name and surname;
- Business name;
- Job title;
- Email address;
- Physical address;
- Phone number;
- Bank account details;
- Other information relevant to customer surveys and/or offers.

We reserve the right to collect this data **directly** when you contact us, **automatically** when you use our website and also **via other sources**.

Continuous Improvement through Innovative Technology

Tel: +27 (0) 86 101 1005, Fax: +27 (0) 21 945 1326

admin@devcotech.co.za, www.devcotech.co.za

Reg No: 1995/033045/23

Western Cape, Gauteng



We also reserve the right to collect **“user” or “log” data**, which refers to data such as your IP address, the name of your Internet Service Provider, your browser, the website from which you are visiting us, the date and length of your visit on our site, and other information regarding your computer’s operating system, language settings and broad demographic information. This information will be aggregated and kept anonymous. It can, however, be used to identify you, along with your Personal Information.

This data will be used only within Devcotech, on a need-to-know basis and with your consent.

Cookies

Devcotech uses cookies. These are small files that get transferred to your computer’s hard drive through your Web browser that enable our system to recognize your browser. This way, certain information can be captured and remembered to optimize our efficiency.

By consenting to the use of cookies, your preferences are saved for future visits to our site. Ultimately, aggregate data will be compiled about site traffic and -interaction to ensure that our site experiences and tools can be improved.

How will my data be used?

Your personal and user data will primarily be used for:

- Internal record keeping;
- To contact you;
- To perform and deliver our services optimally; and
- To improve our services and your experience on our website.

The processing of your data will only be done if the information is relevant and not excessive given the lawful purpose for which it is being processed.

What will my data NOT be used for?

Your data will not be sold to Third Parties or used for any purposes other than stated in this policy. We have also put in place appropriate physical and electronic measures to ensure that your information is secure and that unauthorized access or disclosure is prevented.

For how long does Devcotech hold my data?

Devcotech will retain your personal data only for as long as is necessary for the purposes set out in this Privacy Statement. We will retain and use your Personal Information to the extent necessary to comply



with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

We will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our services, or when we are legally obligated to retain this data for longer time periods.

What about Third Party services and links?

Should we offer Third Party services or products on our site, please take note that the privacy policies of these Third Party sites are entirely separate from Devcotech's privacy policy. We therefore take no responsibility for and cannot be held liable for the content and activities of these linked sites.

Similarly, Devcotech also reserves the right to link other websites on our webpage. As is the case with Third Party services, we do not have any control over the protection of your information on other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

How can I restrict Devcotech's use of my data?

Restricting our use of your information can be done by **writing us an email** (info@devcotech.co.za) or **calling us** (+27 86 101 1005) expressing your desire to withdraw consent regarding the collection of your personal data for direct marketing purposes. You can also write to or call us if you believe the information we currently have is incorrect or incomplete.

You can also **request personal information** that we hold for free, update or destroy incorrect, superfluous, irrelevant, misleading or unlawful personal information, and request us to destroy a record of personal information that is unnecessary for us to keep.