

PRIVACY POLICY

This privacy policy is for this website <https://ssa.co.za> served by Strategic Solution Architects (Pty) Ltd, registration number 1991/002268/07 ("SSA") and governs the privacy of its users who choose to use it.

The policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and SSA. Furthermore, the way this website processes, stores and protects user data and information will also be detailed within this policy.

The capitalised terms which appear in this privacy policy will be ascribed the meaning given to those terms in the Protection of Personal Information Act 4 of 2013 ("POPIA") ([click here to access](#)) as well as the Promotion of Access to Information Act 2 of 2000 ("PAIA") ([click here to access](#)).

1. INFORMATION SSA MAY COLLECT

1.1. SSA may Process the following information/data:

- 1.1.1. information about your computer and about your visits to, and use of, the website (including but not limited to your internet protocol address, geographical location, browser type, referral source, length of visit and number of page views); and
- 1.1.2. any other information that you choose to send to SSA (including but not limited to personal information (i.e. first name, last name, email address, identity number).
- 1.2. SSA may also collect information made publicly available through third-party platforms (such as online social media platforms), through online databases or directories, or that is otherwise legitimately obtained. The collection of this information is subject to the third party's terms of use and/or privacy statement/policy.

2. HOW YOUR INFORMATION IS USED

- 2.1. Personal Information submitted/collected on this website or by any other communications will be used for purposes specified in this privacy policy.
- 2.2. We may use your Personal Information to:
 - 2.2.1. notify you about changes to our service or documents;
 - 2.2.2. send you email notifications which you have specifically requested;
 - 2.2.3. provide you with information, products and services relating offered by SSA or information, products or services of third parties where you have specifically agreed to this, by email or similar technology (you can inform SSA at any time if you no longer require marketing communications);
 - 2.2.4. help SSA determine whether you may be interested in new products or services;
 - 2.2.5. subscribe you to any email newsletter program SSA operates but only if this was made clear to you and your express permission was granted;
 - 2.2.6. provide third parties with de-personalised statistical information about the website users – this information will not be used to identify any individual user; and
 - 2.2.7. deal with enquiries and complaints made by or about you relating to the website.
- 2.3. Where you submit Personal Information about yourself or that of any other third party for publication on the website, SSA will publish and otherwise use that information in accordance with the consent you grant to SSA.
- 2.4. Please take note that it is your responsibility to obtain the necessary consent from a third party prior to submitting a third party's Personal Information to SSA for Processing.

- 2.5. While you are allowing SSA to use the information it receives about you, you shall always own all of your information. Your trust is important to SSA, which is why it doesn't share information it receive about you with others unless it has:
 - 2.5.1. received your permission;
 - 2.5.2. given you notice, such as by telling you about it in this privacy policy; or
 - 2.5.3. removed your name or any other personally identifying information from it.
- 2.6. SSA will:
 - 2.6.1. treat your Personal Information as strictly confidential, save where we are entitled to share it as set out in this privacy policy;
 - 2.6.2. take appropriate technical and organisational measures to ensure that your Personal Information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;
 - 2.6.3. promptly notify you if we become aware of any unauthorised use, disclosure or processing of your Personal Information;
 - 2.6.4. provide you with reasonable evidence of our compliance with our obligations under this privacy policy on reasonable notice and request;
 - 2.6.5. upon your request, promptly return or destroy any and all of your Personal Information in our possession or control, save for that which we are legally obliged to retain same;
 - 2.6.6. not retain your Personal Information longer than the period for which it was originally needed, unless we are required by law to do so or you consent to us retaining such information for a longer period;
 - 2.6.7. do all things reasonably necessary to protect your rights of privacy.

3. DISCLOSURE

- 3.1. SSA may disclose information about you to any of its employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for purposes of fulfilling its services mandate to you.
- 3.2. In addition, SSA may disclose information about you:
 - 3.2.1. to the extent that SSA are required to do so by law;
 - 3.2.2. in connection with any legal proceedings or prospective legal proceedings;
 - 3.2.3. in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and
 - 3.2.4. to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.
- 3.3. Except as provided in this privacy policy, SSA will not provide your Personal Information to third parties, including but not limited to third party advertisers and third party product and/or service providers. It will be your choice whether you wish to contact them and provide your Personal Information to them.
- 3.4. Occasionally, third parties may provide information processing services to SSA. In those circumstances, those third parties shall be required to enter into a Non-Disclosure Agreement or any other agreement with reference to the protection of confidential information on no less stringent terms than found in this privacy policy and to Process and protect your Personal Information in accordance with your instructions.

4. TRANSFER OF DATA

- 4.1. SSA are based in, and operate from, the Republic of South Africa. Your Personal Information may not be transferred to and maintained on servers located outside of the Republic of South Africa, where the data privacy laws, regulations and standards, may not be equivalent to the laws in the Republic of South Africa.
- 4.2. We might transfer your Personal Information to places outside of the Republic of South Africa and store it there, where our suppliers might Process it. If that happens, SSA require its suppliers to apply the same standards as would apply when Processing your information and Personal Information in the Republic of South Africa.
- 4.3. Your submission of Personal Information to SSA, represents your agreement to such transfer.

5. YOUR RIGHTS

- 5.1. You have the right to object to the processing of Personal Information. If you wish to exercise this right, please contact: support@ssa.co.za
- 5.2. You have the right to lodge a complaint to the Information Regulator (South Africa) ("Information Regulator"). The Information Regulator contact details, which may be accessed via <https://www.justice.gov.za/foreg/contact.html> are as follows:

JD House
27 Stiemens Street
Braamfontein
P.O Box 31533
Braamfontein, Johannesburg, 2017
Email complaints.IR@justice.gov.za

- 5.3. You have a right to see your Personal Information that SSA keeps about you. We will provide you with (free of charge) confirmation whether-or-not SSA holds Personal Information about you.
- 5.4. You may instruct SSA to provide you with any Personal Information it holds about you upon receipt of a written request and payment of a fee as per PAIA. If you are concerned that any of the information SSA holds on you is incorrect please contact SSA immediately.

6. THE WEBSITE

SSA takes a proactive approach to user privacy and ensures the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all local laws and requirements for user privacy.

7. USE OF COOKIES

- 7.1. This website uses cookies to better the user's experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.
- 7.2. You can usually adjust your browser so that your computer does not accept cookies. If you do this, you will still be able to browse the website but, certain functions may be limited or available. Alternatively, you can adjust your browser to tell you when a website tries to put a cookie on your computer. How you adjust your browser to stop it accepting cookies or to notify you of them, will depend on the type of internet browser programme your computer uses.
- 7.3. Please remember, cookies do not contain Personal Information such as your home address, telephone number or credit card details. We do not exchange cookies with any third-party websites or external data suppliers;

- 7.4. Your browser also generates other information, including which language the site is displayed in, and your Internet Protocol address ("IP address"). An IP address is a set of numbers which is assigned to the your computer during a browsing session whenever you log onto the internet via your internet service provider or your network (if you access the internet from, for example, a computer at work). Your IP address is automatically logged by our servers and used to collect traffic data about visitors to our websites. We do not use your IP address to identify you personally.
- 7.5. This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read Google's privacy policy here for further information at <https://policies.google.com/privacy> .
- 7.6. Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

8. EXTERNAL LINKS

- 8.1. Although the website only looks to include quality, safe and relevant external links, users are advised adopt this a policy of caution before clicking any external web links mentioned throughout this website. External links are clickable text / banner / image links to other websites.
- 8.2. SSA cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and SSA cannot be held liable for any damages or implications caused by visiting any external links mentioned.

9. ADVERTS AND SPONSORED LINKS

- 9.1. This website may contain sponsored links and adverts. These will typically be served through our advertising partners, to whom may have detailed privacy policies relating directly to the adverts they serve.
- 9.2. Clicking on any such adverts will send you to the advertiser's website through a referral program which may use cookies and will track the number of referrals sent from this website. This may include the use of cookies which may in turn be saved on your computer's hard drive. Users should therefore note they click on sponsored external links at their own risk and this website and SSA cannot be held liable for any damages or implications caused by visiting any external links mentioned.

10. SOCIAL MEDIA PLATFORMS

- 10.1. Communication, engagement and actions taken through external social media platforms that this website and SSA participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.
- 10.2. Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. Neither this website nor SSA will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.
- 10.3. This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

11. HYPERLINKS ON THE WEBSITE

- 11.1. This website may contain links to other websites or social network pages, operated by third parties. SSA does not endorse the operators and/or owners of third party websites or social network pages, or operate or control in any respect any of the information, graphics and material on those third party websites or guarantee that it will be operation at all times.
- 11.2. Links to third party websites or social network pages are included solely for your convenience. You therefore assume sole responsibility for the use of a third-party websites or social network pages.
- 11.3. SSA makes no warranties or representations:
 - 11.3.1. regarding the quality, accuracy, reliability, legality, merchantability or fitness for purpose of third-party website or social network pages content or products or services available through third-party website or social network pages; and/or
 - 11.3.2. that third-party website content does not infringe the intellectual property rights of any person.
- 11.4. Your use of any information or materials on our website is entirely at your own risk, for which we will not be liable. It shall be your own responsibility to ensure that any products, services or information available through our website meet your specific requirements.
- 11.5. SSA expressly disclaim acting in any respect on behalf of third-party website operators and/or owners or third-party product/service providers. Please note that third-party websites and/or social network pages may be subject to their own terms of use or privacy policies different from those of this website.

12. INTELLECTUAL PROPERTY RIGHTS

- 12.1. The intellectual property available on the website or to be made available by SSA or its selected service providers or agents are the property of, or licensed to, SSA and may not be utilized outside the applicable intellectual property laws.
- 12.2. The names, images and logos identifying SSA or third parties and their services and products are subject to copyright, design right and/or trademark protection. Unless specifically agreed to in writing by SSA, nothing contained herein shall be construed as conferring any licence or right to use any trade mark, design right or copyright of SSA or any other third party.
- 12.3. E-mail addresses, names, telephone numbers and fax numbers published on the website may not be incorporated into any database used for electronic marketing or similar purposes. The presentation of such details is not an "*opt-in*" nor permission from SSA to utilise same.

13. SECURITY

- 13.1. SSA will take the appropriate technical and organisational precautions to prevent unauthorised access and use of your Personal Information. We will, on an on-going basis, review our security controls, policies and related processes to ensure that your Personal Information is secure.
- 13.2. To provide adequate security to all users of the website and to monitor activities prohibited under law you hereby agree to our or our appointed service provider(s) right to intercept, monitor, block, read, delete or accesses all data sent to the website or any other communication facility made available by SSA.
- 13.3. **IT IS OUR POLICY TO VIRUS CHECK DOCUMENTS AND FILES BEFORE THEY ARE POSTED ON THIS PORTAL. HOWEVER, WE CANNOT GUARANTEE THAT DOCUMENTS OR FILES DOWNLOADED FROM THIS PORTAL WILL BE FREE FROM VIRUSES AND WE DO NOT ACCEPT ANY RESPONSIBILITY FOR ANY DAMAGE OR LOSS CAUSED BY ANY VIRUS. ACCORDINGLY, FOR YOUR OWN PROTECTION, YOU MUST USE VIRUS-CHECKING SOFTWARE WHEN USING THIS PORTAL.**

- 13.4. Take note that data transmission over the internet is inherently insecure, and SSA cannot guarantee the security of data sent over the internet.

14. INFORMATION OFFICER

We have appointed an Information Officer to oversee compliance with this Policy. If you have any questions about this privacy notice or how SSA handle your Personal Information, please contact the Information Officer.

Information Officer	Wayne Borchers
Physical Address	Mac Mac Building, Maxwell Office Park, Magwa Crescent West, Midrand, Johannesburg, Gauteng, South Africa, 2090
Telephone Number	+27 11 804 3740
Email address	wayne.borchers@ssa.co.za