

Privacy policy and data retention policy

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1. Introduction

This is the Privacy Statement and Data Retention Policy ("Privacy Policy") for **DOOMS PRINTERS (Pty)LTD**. This Privacy Policy was last updated in January 2021.

DOOMS PRINTERS is committed to protecting your personal information you provide to us or when you access and use materials on www.doomsprinters.co.za (the "Website"), including the Website subscription pages or other websites or apps that post a link to this Privacy Policy. Information that you submit to **DOOMS PRINTERS** in response to an email request for information or other outreach from **DOOMS PRINTERS**, or through **DOOMS PRINTERS** contract and casual employment application processes, will be treated in accordance with this Privacy Policy. Whenever you provide such information we will only use your information in line with all applicable data protection laws, including the Financial Intelligence Centre Act (FICA). Your information will be kept in a secure environment electronically and safe place and access to it will be restricted according to the 'need to know' principle. Approval to information will be authorized by senior manager.

DOOMS PRINTERS may, in its discretion, amend this Privacy Policy from time to time. To ensure you are able to remain informed about the information we collect and how we use it, material changes to our statement will be reflected here website. This Website may contain links to external websites, which are not governed by this Privacy Policy. **DOOMS PRINTERS** does not take responsibility for the privacy practices of any third

party websites to which we link. We encourage you to review the privacy policies of any such websites before you submit information there.

2. Your Acceptance of this Privacy Policy

Please read this Privacy Policy carefully. By browsing our Website and expressly consenting where required, you agree to be bound by this Privacy Policy.

3. What Information Do We Collect?

DOOMS PRINTERS collects information from you when you upload your personal information and documents for the Website, request copies of publications, subscribe for email newsletters and press releases, seek additional information regarding our services or employment opportunities, databases, or register for conferences and other **DOOMS PRINTERS** -sponsored events. If you do not provide such information, you will not be able to fill the form for the Website, request copies of publications, subscribe for email newsletters and press releases, seek additional information regarding our services or employment opportunities.

Personal information that we collect includes: names, addresses, e-mail addresses, phone numbers, unique personal identifiers, financial information, subject areas of interest and/or demographic information.

In addition, **DOOMS PRINTERS** may also conduct user surveys on the Web or use technologies to provide **DOOMS PRINTERS** with information on a number of areas, such as user identity, user viewing habits, whether or not users found what they were searching for, whether the Website content is relevant to user needs, and the like.

4. What Information Do We Collect?

The purposes and uses of your personal information will depend on the use of the Website and the personal information provided. We process your personal information:

- For the purposes of safeguarding **DOOMS PRINTERS** legitimate interests, including:
- Informing you about updates to our services and notifying you about other products and services offered by **DOOMS PRINTERS** that may be of interest to you, including information regarding publications and events or sending you marketing materials;
- Responding to feedback, queries and complaints that you submit to us;
- Understanding the Website's user population, and identifying subjects of interest;
- Measuring and improving the effectiveness of **DOOMS PRINTERS** marketing actions across different channels;

- Improving our web content and navigation.
- On the basis of your consent. Insofar as you have granted us consent to the processing of personal information for specific purposes, the lawfulness of such processing is based on your consent. You may withdraw your consent at any time.
- For compliance with a legal obligation. This includes anti-fraud and anti-money laundering measures as well as tax and social security requirements as required by Financial Intelligence Centre Act (**FICA**).

5. **How We Might Share Your Information**

DOOMS PRINTERS will not sell, share, or rent or otherwise make available your personal information to other parties, except that we may disclose the information to third parties who perform services on our behalf and have a need to access the information in connection with those services. Any third parties will only process this information to the extent to which and within the limits that **DOOMS PRINTERS** itself is permitted to process that data. In addition, **DOOMS PRINTERS** may disclose your contact information in response to inquiries by bona-fide rights owners in connection with allegations of infringement of copyright or other proprietary rights arising from information that you have posted on the Website or otherwise provided to **DOOMS PRINTERS**.

The third parties with whom we may need to share personal information to help us provide services and products to you and to run our Website include: our partners or affiliates; our advisors; our third party service providers who process information on our behalf to help run some of our internal business operations including email distribution, IT services and marketing and events services; our business partners for publications and events co-organized by **DOOMS PRINTERS** and them; law enforcement bodies in order to comply with any legal obligation or court order.

The above also includes third parties located in different countries around the world, including outside of the borders of the Republic of South Africa. We only make these arrangements or transfers where we are satisfied that adequate levels of protection are in place to protect information held in that country. In addition, the Website may be viewed and accessed anywhere in the world, including countries that may not have laws regulating the use and transfer of personally identifiable information. By using the Website, submitting information through the Website, or submitting personal information to **DOOMS PRINTERS** through other means, you voluntarily consent to such international transfer and hosting of such information to those countries and parties.

6. **Retention of Your Personal Information**

DOOMS PRINTERS retains your personal information for as long as is necessary to fulfill the purpose for which it was collected. We may retain your personal information for longer if it may be the subject of a legal claim, or may otherwise be relevant for future litigation.

Where you tell us that you no longer wish to receive marketing messages about **DOOMS PRINTERS** products and services, we will keep this information about you until you tell us otherwise. This is to ensure that we don't send you any further marketing communications in error.

7. **Unsubscribing from Marketing Communications**

If, at any time, you prefer not to receive further communications from us in any or all forms you will have the ability to unsubscribe from such communications by clicking on the link provided in every email that is sent to you by us, the moment you unsubscribe you will never receive any marketing communications from **DOOMS PRINTERS**.

8. **Cookies and other Tracking Technologies**

DOOMS PRINTERS may use cookies on this Website and in our communications with you to keep track of your visit to our Website and our communications with you. A "cookie" is a small amount of data sent from a Web server to your browser and stored on your computer's hard drive. We use cookies to understand how our sites are used which helps us to improve your overall online experience. With most Internet browsers, you can erase cookies from your computer hard drive, block all cookies, or receive a warning before a cookie is stored on your computer. Please refer to your browser instructions or you can visit <https://www.aboutcookies.org/> for more information. Once you have given your consent to use cookies we will store a cookie on your computer or device to remember this for next time. If you wish to withdraw consent at any time you will need to delete our cookies using your Web browser's settings. Please be advised that certain sections or functionalities of the Website may be inaccessible to you if your browser does not accept cookies, whilst other cookies are used to provide tailored advertising by trusted third parties.

We use the following types of cookies:

- Persistent cookies: to improve your experience when using the Website.
- Session cookies: to enable your use of our Website and to remember your settings. Session cookies are deleted automatically at the end of your visit.
- Web analytics cookies: These cookies are used by us or third-party providers to analyze how the Website and our services are used, including the following types: Google Analytics, Adobe Analytics, Web Beacons.

By continuing to browse or use our Website and services, you agree that we can store and access cookies and other tracking technologies as described herein.

OR

Strictly necessary: These cookies are essential for certain features of our Website to work. These cookies do not record identifiable personal information and we do not need

your consent to place these cookies on your device. Without these cookies some services you have asked for cannot be provided.

Performance: These cookies are used to collect anonymous information about how you use our Website. This information is used to help us improve our Website and understand how effective our adverts are. In some case we use trusted third parties to collect this information for us, which may include recording your use of our Website but they only use the information for the purposes explained. By using our Website, you agree that we can place these types of cookies on your device. You have the right to object from being recorded on our Websites.

Functionality: These cookies are used to provide services or remember settings to enhance your visit for example text size or other preferences. The information these cookies collect is anonymous and does not enable us to track your browsing activity on other websites. By using our Website, you agree that we can place these types of cookies on your device.

Targeting and Advertising: These cookies are used by trusted third parties to deliver adverts more relevant to you and your interests. They are also used to limit the number of times you see an advertisement as well as help measure the effectiveness of the advertising campaign. Information contained in these cookies is anonymous and does not contain your personal information. To find out more about cookies used for targeting and advertising follow www.youronlinechoices.com and for further information about the trusted third parties we use.

9. **Security of Data**

DOOMS PRINTERS has in place appropriate technological and operational security processes designed to protect personally identifiable information from loss, misuse, alteration or destruction. Only authorized employees and contractors will have access to any data provided by you, and that access is limited by need. Each employee or contractor having access to any personally-identifiable information is obligated to maintain its confidentiality. Although we take steps that are generally accepted as industry standard to protect your personally-identifiable information, **DOOMS PRINTERS** cannot guarantee that your personally-identifiable information will not become accessible to unauthorized persons and **DOOMS PRINTERS** cannot be responsible for any actions resulting from a breach of security when information is supplied over the Internet or any public computer network.

10. **Links to other websites**

Our Website contains links to other websites that are not operated by **DOOMS PRINTERS**. This Privacy Policy does not cover, and **DOOMS PRINTERS** is not responsible for the privacy practices and protection or the content of **non-DOOMS PRINTERS** any websites to which we link from this Website. We encourage you to read the privacy policy on the other websites you visit. We cannot control the content or

security of such websites. We cannot be held responsible for any loss or damage incurred by a user as a result of visiting such websites. No links are intended to be, nor should be construed as, an endorsement of any kind by us of that other website.

11. **Compliance with the Law**

DOOMS PRINTERS complies with all applicable privacy laws and regulations. **DOOMS PRINTERS** may be compelled to surrender personal user or customer information to legal authorities if presented with a **court** subpoena or similar legal or administrative order, or as required or permitted by the laws, rules and regulations of any nation, state or other applicable jurisdiction. Also, in the event of a violation of the terms and conditions of use of the Website or a violation of any restrictions on use of materials provided in, or through, the Website, we may disclose personal user information to our affected business partners or legal authorities.

12. **Your Rights over your Personal Data**

In accordance with applicable data protection laws, including but not limited to the personal information protection act (**POPIA**), you have a right to:

- Access your personal data by requesting a copy of the personal information we hold about you and details of how we use that information.
- If any of the information held about you is incorrect or out of date, you have the right to amend or rectify it. Please follow the process outlined below and we will amend our records where appropriate.
- You have the right to require us to erase your personal data, stop processing your personal data, and restrict the processing of your personal information, right of portability of your personal information and/or to withdraw your consent to processing. This may not apply if there are other legal justifications to continue processing.
- You also have a right to lodge a complaint with a relevant supervisory authority.

If you think we may have incorrect personal information, or would like a copy of the personal information we hold on you, or to exercise any other data protection right, please email us at support@doomsprinters.co.za , Please note that we need you to prove who you are before we can provide you with any information.

13. **Children**

DOOMS PRINTERS understands the importance of protecting children's privacy, particularly in their online interactions. This Website is not designed for and does not intentionally target or solicit to children 18 years of age and younger.

14. **Use of DOOMS PRINTERS Website**

Your access to, and use of, the Website are subject to this Privacy Policy and certain other terms and conditions, contained in our [Terms and Conditions](#).

15. **Contact Us**

If you have any questions about this Privacy Policy or to exercise your rights regarding your personal data under the personal information protection act POPIA, please contact us at support@doomsprinters.co.za

Signed by Oscar Sehlola¹

Capacity Director

Signature

Date