




APPROVED BY:

Tumi Keele GM – Powerlines		Date	29/06/2021
Marc Hindle Director		Date	29/06/2021
Dessen Naidoo Director		Date	15/9/21

REVISION HISTORY:

Revision no.:	Date revised:	Updated details:	Updated by:
0	15 April 2021	Drafted	Angela Barnard

CONTENTS:

Policy	Page 2
Procedure	Page 2-4
Acceptance of these terms	Page 4
Records	Page 5

**Policy for: McWade Productions (PTY) Ltd and McWade Powerlines (a division of
McWade Productions): McWade**

Prepared in terms of the requirements of the POPI Act

POLICY

McWade respects privacy and is committed to protecting the privacy of visitors to this website. McWade seeks to employ best practice when it comes to the collection and processing of personal information. A brief summary of how we manage personal information is set out in this privacy policy.

PROCEDURE

1. Type of information collected:
 - Every computer connected to the internet is given a domain name and a set of numbers that serve as that computer's "internet protocol" (IP address). When a visitor requests a page from a website, the web server may record that visitor's domain name and IP address. The domain name and IP address reveal nothing personal about you, other than the IP address from which you have accessed our site. We may use this information to examine traffic in aggregate.
 - From time to time we may save a "cookie" on your computer. A cookie is a small text file sent from our web server that is saved on your hard drive via your internet browser. A cookie cannot read data from your computer hard disk or read cookie files created by other websites. Cookies do not damage your system. We may use cookies to identify which areas of the sites you visited in order to monitor and improve our site or to improve your user experience of the sites. You can choose whether to accept cookies by changing the settings of your internet browser. You can reset your browser to refuse all cookies, or allow your browser to show you when a cookie is being sent. If you choose not to accept these cookies, your experience at our site and other web sites may be diminished and some features may not work as intended.
 - In order to fulfil certain services that can be requested through this site's may need your email address. This information, if provided by you, will remain confidential and will not be passed on to anyone outside of McWade without your prior consent.
2. Use of personal information:
 - Data is held only as long as necessary. We will hold your details on our database until such a time as you choose to have us remove any details you may have provided to us. You may do this at any stage by sending us a simple request via email or our contact form.
3. Use and disclosure:
 - We will only use or disclose your personal information for the purpose for which it was collected unless;
 - You have consented to its further use or disclosure
 - You would reasonably expect us to use or disclose it in such a way
 - We are required by law or are otherwise compelled to disclose such information
4. Quality and security:
 - We make every effort to ensure the security of personal information we hold. We try to ensure that personal information we collect, disclose and use is complete and accurate.

5. Access and correction:

- Please contact us by phone, email or the website contact form if you;
 - Require access to any personal information we hold on you
 - Wish to notify us of any change, modification or correction
 - Would like to have your personal information removed from our records
- We may require suitable proof of identify from your you before we take action in respect of the above requests.

6. Consent:

- By using the McWade website you consent to the collection and use of information as specified above. If we change our privacy policy we will post the changes on this page so that you are always aware of what information we collect, how we use it and under what circumstances we may disclose it.

7. How we protect your information:

- We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our site.

8. Protection of certain personally – identifying information:

- McWade discloses potentially personally-identifying information only to those of its employees, contractors and affiliated organisations that need to know that information in order to process it on McWade's behalf or to provide services available at McWade's website and that have agreed not to disclose it to others. Some of those employees, contractors and affiliated organisations may be located outside of your home country; by using McWade's website, you consent to the transfer of such information to them.

McWade will not rent or sell potentially personally-identifying and personally information to anyone.

Other than to its employees, contractors and affiliated organisations as described above, McWade discloses potentially personally-identifying information only in response to a subpoena or court.

- If you are a user of McWade's website and have supplied your email address, McWade may occasionally send you an email to tell you about new products, solicit your feedback or just keep you up to date with what's going on with McWade and our products.
- McWade takes all measure reasonably necessary to protect against the unauthorised access, use, alteration or destruction of potentially personally-identifying information.

9. Third party website:

- Users will find links to the sites and services of our partners ans suppliers. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites to or from our site.
- In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our site, is subject to that website's own terms and policies.

10. Business transfers:

- If McWade, or substantially all of its assets, were acquired, or in the unlikely event that McWade goes out of business or enter bankruptcy, user information would be one of the assets that is transferred or acquired by a third party.
- You acknowledge that such transfers may occur, and that any acquirer of McWade may continue to use your personal information as set forth in this policy.

11. Your acceptance of these terms:

- As a person opens McWade's website a pop up will appear if you consent to us making use of cookies to assist us in the collection of useful information about visitors to our website – a option will be given (Yes / No).
- If you select no - you will not be able to proceed on our website.
- As part of our POPIA system our privacy policy is to inform you we collect personal data from you when you submit to us via our website.
- In compliance to the provisions of the POPI Act we are informing you that we use your data for communication, special offers, enquiries, quoting and marketing purposes and the date received is stored according to our strict data protection policies.
- We will not share your personal data with any other third party or use your personal data for any purpose other than described above without your written consent.
- At any given time if you feel we have violated your rights to the protection of your personal data You have a right to complain to us and we will take the necessary action, failing which you can escalate to the Regulators office.
- We make use of cookies to assist us in the collection of useful information about visitors to our website.
- By submitting an enquiry on our website or clicking on the accept button you are agreeing to the terms above.
- You may withdraw your consent at any time by notifying us in writing.
- On the contact section can you please add 'I have read and accept the terms and conditions of the privacy policy including the use of cookies to assist us in the collection of useful information about visitors to our website'

If you contact us using the form below, we will get in touch with you. All fields need to be completed please.

Name *

Email Address *

Phone Number *

First

Last

- If you select no they should not be able to proceed

I accept the **terms and conditions**.

Yes No

RECORDS

1. Website address – www.mcwade.co.za
2. Privacy notice on website
3. PAIA and POPIA Manual – QSB-06-11 on website
4. Privacy Policy – QSB-06-08 on website