

GAUNTLET

ADMINISTRATION SERVICES

Website Privacy Policy

This privacy notice advised you of the personal information we collect from you when you use our website. In collecting this information, we are acting as a Responsible Party and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

i) Who are we?

We are Gauntlet Administration Services (Pty) Ltd (hereinafter referred to as "Gauntlet"). Our address is 397 Roslyn Avenue, Waterkloof Glen, Pretoria, 0010. You can contact us by telephone on (012) 943 0689 or by email at andre@gauntletadmin.co.za

ii) How we use your information

a) When you use our website

When you use our website to browse our products and services and view the information, we make available a number of cookies are used by us and by third parties to allow the website to function, to collect useful information about visitors and to help to make your user experience better.

Some of the cookies we use are strictly necessary for our website to function, and we don't ask for your consent to place these on your computer.

b) When you submit an enquiry via our website

When you submit an enquiry via our website, we ask you for your name, contact telephone number and email address.

We use this information to respond to your query, including providing you with any requested information about our products and services. We may also email you several times after your enquiry in order to follow up on your interest and ensure that we have answered your it to your satisfaction. We will do this based on our legitimate interest in providing accurate information prior to a sale.

Your enquiry is processed and stored on a sql database server which is secured by the Xneelo security team.

We do not use the information you provide to make any automated decisions that might affect you.

We keep enquiry emails for two years, after which they are deleted automatically by a server side script insert.

c) When you submit a review about us

When you submit a review about us we record your name, your email address and your IP (Internet Protocol) address, which is the address of your computer on the Internet.

We use this information to provide verified independent views about our products and services to potential customers. Your name and the content of your review (but not your email address or IP address) may be publicly displayed on our website. We will do this based on our legitimate interest in marketing our products and services.

We do not use the information you provide to make any automated decisions that might affect you.

Your personal information is stored for as long as we are marketing the product or services that the review refers to, after which it is deleted. You may ask us to remove your review at any time.

iii) Your rights as a data subject

- a) You have the right to request details on the personal information we hold about you
- b) You have the right to request a copy of the personal information we hold about you which may be subject to a legally allowable fee
- c) You have the right to request updating, correction, or deletion of your personal information, except where such information is held in terms of law
- d) You have the right to withdraw consent or object to the processing of your personal information at any time
- e) You have the right to submit a complaint to the Regulator alleging interference with the protection of the personal information of a data subject.

iv) Complaints

INFORMATION REGULATOR

You have the right to complain to the Information Regulator, whose contact details are:

Tel: 012 406 4818

Fax: 086 500 3351

Email: infoereg@justice.gov.za

v) What else should you know?

a) Third party websites and hyperlinks

- The Gauntlet website may contain links to other websites. We are not responsible for the privacy policies adopted by these websites.
- The inclusion of any links on our website does not imply recommendation or endorsement by us or any of our affiliates. Use of or reliance by you of any links on the website is at your own risk.
- You are prohibited from creating any links to the website without the prior written consent from Gauntlet.

b) Fraudulent Emails

- Gauntlet will never request you to provide personal information such as credit card or debit card or banking details, ATM Pins, password etc, or ask you to verify or confirm your information by clicking on a link.
- In the event that you receive an unsolicited e-mail that appears on the face of it to be from Gauntlet which requests you to provide personal information such as credit card or debit card or banking details, ATM Pins, password etc, or asks you to verify or confirm your information by clicking on a link, it is not from Gauntlet
- Gauntlet would never ask for such information via an email, we strongly urge that you do not respond to these emails and does not click on any links to such an email.
- Responding to such an email places your personal information at risk.
- Gauntlet shall not be held liable from any consequences arising from such fraudulent emails.

c) Social Media

- Please note that on the website we have links to our social media pages.
- You must be aware that any information or material you may post on our social media pages will become public information.
- You must be careful of the material or information you post on our social media pages.
- Gauntlet shall not be held liable for any information or material you publish on our social media pages through our website.

d) Use by visitors under the age of 18 years

- Gauntlet is also committed to protecting personal information of any website visitors who are under the age of 18.
- Gauntlet recommends guardians to review the website when website visitors under the age of 18 access this website.
- If you are under the age of 18, please provide your personal information with the consent of your guardian.

vi) Contact us

- a) This Privacy Policy applies to Gauntlet Administration Services (Pty) Ltd, and where applicable, incorporating all its operating entities.
- b) Should you wish to exercise any rights as outlined in iii) above, or if you have any questions, complaints or concerns regarding this privacy notice, data privacy and our treatment of your Personal Information, please contact us at: andre@gauntletadmin.co.za
- c) Please note that in exercising of your rights as outlined in iii) above, we will request verification of your identity before any request is processed

vii) Your consent to this agreement

- a) By using our websites, you consent to the collection and use of information by Gauntlet as specified above.
- b) We reserve the right without notice to change, modify, amend, add to or remove portions or whole parts of this Privacy Policy from time to time permanently or temporarily.

- c) All updates and/or amendments to this Privacy Policy are effective on the date we publish them on the website.
- d) The responsibility is on you to determine whether any updates and/or amendments have been made to this Privacy Policy.
- e) Any major policy revisions will be posted on our website in an easy-to-find and timely manner.
- f) The continued use of the website by you after the updates or amendments have been made to the Privacy Policy has the effect of you agreeing to be bound by the new terms of the Privacy Policy.