

# Privacy Statement and POPI Compliance

This privacy policy ("policy") explains how **Keith Design (Pty) Ltd T/A KM2K Architecture Interior Design (Pty) Ltd** ("us", "we", "our", "the Company") uses and protects the data you provide to us when you visit and use <http://www.km2k.co.za> ("website").

We reserve the right to change this policy at any given time. If you want to make sure that you are up to date with the latest changes, we advise you to frequently visit this page.

## What User Data we collect

When you visit our website, we may collect the following data:

- Your IP address.
- Your contact information and email address.
- Other information such as interests and preferences.
- Data profile regarding your online behavior on our website.

## Why we collect your Data

We are collecting your data for several reasons:

- To better understand your needs.
- To improve our services and products.
- To send you promotional emails containing the information we think you will find interesting, with your consent.
- To contact you to fill out surveys and participate in other types of market research.
- To customize our website according to your online behavior and personal preferences.

## Safeguarding and Securing the Data

We are committed to securing your data and keeping it confidential. We have done all our power to prevent data theft, unauthorized access, and disclosure by implementing the latest technologies and software, which help us safeguard all the information we collect online.

## Restricting the collection of your Personal Data

At some point, you may want to restrict the use and collection of your personal data. You can achieve this by doing the following:

- If you are filling in a form on our website, make sure to check if there is a box which you can leave unchecked, if you do not want to disclose your personal information.
- If you have already agreed to share your information with us, feel free to contact our Information Officer on the details provided below, and we will be more than happy to change this for you.

We will not lease, sell, or distribute your personal information to any third parties, unless we have your permission. We might do so if the law forces us. Your personal information will be used when we need to send you promotional materials if you agree to this privacy policy.

## Our Cookie Policy

Our website uses cookies, which are small text files sent by a web server to store on a web browser. They are used to ensure websites function properly, store user preferences when needed, and collect anonymous statistics on website usage.

Please note that cookies do not allow us to gain control of your computer or data in any way. They are strictly used to monitor which pages you find useful and which you do not so that we can provide a better experience for you.

If you accept a “cookie” or fail to deny the use of “cookies,” you agree that we may use your personal information collected using “cookies” (subject to the provisions of this Policy).

If you want to disable cookies, you can do it by accessing the settings of your internet browser which allows you to refuse the setting of cookies. However, if you select this setting, you may be unable to access certain parts of our website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to the website.

#### **Links to other websites**

Our website may contain links that lead to other websites. If you click on these links, we will not be held responsible for your data and privacy protection. Visiting those websites is not governed by this privacy policy agreement. Make sure to read the privacy policy documentation of the website you go to from our website.

### **PROTECTION OF PERSONAL INFORMATION COMPLIANCE**

1. KM2K Architecture Interior Design (Pty) Ltd recognizes the need to comply with the Protection of Personal Information Act 4 of 2013 (POPIA) to ensure that effective measures are in place to protect the personal information of our customers, employees, suppliers, and other stakeholders.
2. Personal information’ means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to –
  - a. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic, or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person;
  - b. information relating to the education or the medical, financial, criminal or employment history of the person;
  - c. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;
  - d. the biometric information of the person;
  - e. the personal opinions, views, or preferences of the person;
  - f. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
  - g. the views or opinions of another individual about the person; and
  - h. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information.
3. POPIA prescribes how we can use personal individual information to keep it safe and to strengthen your rights over your personal information.
4. Commitment to the security of personal information extends to senior level of the Company and will be demonstrated through the relevant policies and the provision of appropriate resources to establish and develop effective personal information protection and information security controls.
5. As part of meeting our legal obligations, we have implemented a comprehensive compliance framework to understand and validate our use of personal information and to confirm the legal basis of us processing personal information.

6. We will ensure that a systematic review of performance of the programme is conducted on a regular basis to ensure that information security objectives are met and relevant issues are identified.
7. The Company only collects personal information with your consent, which is limited to only the essential and necessary level to give effect to a business relationship or the delivery of our services and/or products.
8. A list of the personal information that we keep can be found in our PAIA Manual on this website.
9. Personal information is only retained for as long as it legally required and then safely disposed of.
10. The Company commits to taking extensive information security measures to ensure the confidentiality, integrity, and availability of personal information in our possession. This includes appropriate technological and organisational measures designed to ensure that personal information remains confidential and secure against unauthorised or unlawful processing and against accidental loss, use, destruction, damage, or disclosure. We have put in place procedures to deal with any suspected personal information breaches and will notify you and the Information Regulator of a breach where we are legally required to do so.
11. In terms of POPIA, you, as the Data Subject have the following rights:
  - a. The Right to be Notified of what Personal Information is being collected.
  - b. To request access to personal information we may hold about you.
  - c. To request the correction, destruction, or deletion of personal information we hold about you.
  - d. To object to the processing of your personal information.
  - e. To withdraw consent to the processing of your personal information.
  - f. To file a complaint with the Information Regulator of South Africa at <https://inforegulator.org.za/>

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Further information can be obtained in our PAIA manual available on our website at: <http://www.km2k.co.za>.

Our Protection of Personal Information policy is available on request from the office of our Information Officer.

**Information Officer:**

Belinda Knowles

[belinda@km2k.co.za](mailto:belinda@km2k.co.za)



**Contact Number:**

+27 (0)21 426 4556

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