



Design By EI Wood (Pty) Ltd Privacy Policy

Persons accessing the Design By EI Wood website subject themselves to and agree to Design By EI Wood (Pty) Ltd terms conditions and privacy policy, as set out below.

Last updated: (22.06.23)

INTRODUCTION

We have great respect for your privacy and the information you provide us with. We are Design By EI Wood (Pty) Ltd and this document describes how we **collect, use, disclose, and store** your personal information to ensure the protection thereof and recognise the importance of protecting your personal information (as defined in the Protection of Personal Information Act, No4 of 2013).

APPLICATION

This policy applies to you when you visit our website, subscribe to any of our subscriptions including our newsletter, or order any products or services as a customer/client. Design By Ei Wood Pty Ltd ("us", "we", or "our") operates <https://www.eiwood.co.za/> (the "Site").

PERSONAL INFORMATION

Scope. Your personal information includes information we collect automatically when you visit our website through the use of cookies, (to disable cookies click decline on the cookies bar, to customise cookies settings, click settings and choose which cookies you would like to allow); or subscribe to our newsletters; submit contact details via our contact portals on our website or by contacting us directly via e-mail or by telephonic means; or you provide voluntarily by word of mouth or in any written format.

It excludes anonymous, de-identified, statistical, and public information.

Your obligations. You may only send us your own personal information or someone else's personal information if you have their permission to do so.

ACCEPTANCE AND CHANGES

Acceptance. You may not order any of our products or services if you do not accept this policy or any changes to it. Please note all our policies are subject to the privacy policies of the Wix website generator. By accepting our privacy policy, you accept the privacy policy of the website generator that we use.

This can be accessed here: <https://www.wix.com/about/privacy>

Important. Any transfer to a third country, outside the European Union, that does not ensure an adequate level of protection according to the European Commission and additionally align with the South African Protection of Personal Information Act (POPIA), will be undertaken in accordance with the Standard Contractual Clauses (2010/87/EU) set out in Appendix 1 of the Wix Data Processing Agreement (DPA) which can be accessed here: <https://www.wix.com/about/privacy-dpa-users>

Changes. We may change this policy at any time and will notify you of the changes on our website, through our

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Design By EI Wood (Ltd) Pty
Reg No: 2020/547734/07

Director: Estelle Irene Wood
Reg Office: 276 Charles Barry Ave,
Bronberrick, Centurion, 0157.

application, or by email. The changed policy applies to you if you continue using our website, or our products or services following the notification.

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website.

Collection

Automatically through website. Like many site operators, we collect information that your browser sends whenever you visit our Site ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics. In addition, we may use third party services such as Google Analytics that collect, monitor and analyze this. The Log Data section is for businesses that use analytics for tracking services in websites or apps, like Google Analytics.

On registration or submission. We may ask you to provide us with certain **identifying information** (including your first name, surname, and email address) when you register on or otherwise submit information through our website.

Through an order. We ask you to provide us certain **products or services information** when you order our products or services.

Voluntarily. We may ask you to provide us certain **optional information** on a voluntary basis.

Consent to collection. We will get your consent to collect your personal information in accordance with applicable law when you provide us with it.

Purpose for collection. We may process your information that you provide to us for purposes such as billing/ invoicing/ Order delivery/ marketing material (such as newsletters which you can unsubscribe from at any time) and for the purpose of ensuring we deliver our services and goods to you in a satisfactory manner. Processing includes gathering your personal information, disclosing it, and combining it with other personal information.

Processing. We may process your personal information to fulfil our obligations to you. This includes sharing your physical address and name with our vendors/ sub-contractors in-order to fulfil your product order and our services to you.

Cookies. We may place small text files on your device when you visit our website that allow us to provide you with a personalised experience by associating your personal information with your device. They let us remember your preferences, allow third parties to provide services to you, and otherwise serve useful purposes for you. Your internet browser generally accepts them automatically, but you can change this setting or delete them manually by disabling them on the cookies bar, customise cookies settings by choosing which cookies you would like to allow or accept them for a better, refined website experience. However, we will not be able to provide you with access to certain aspects of our website where cookies are necessary if you decline the use of cookies. We have no access to or control over any cookies that our business partners use on our website and they have their own privacy policies that govern them.

Messages. If deemed necessary, we may send you messages/e-mails with regards to important information that may directly affect you while subscribed to our newsletters or by ordering products/services from us in the past or present.

Promotional messages. We will not send you promotional messages/e-mails unless you have chosen to opt into them.

Targeted content. We may use your personal information to provide you with targeted content through our website or application in a completely automated process.

DISCLOSURE

Sharing. We may share your personal information with third parties for the purposes of fulfilling our obligations and services to you, including with: our contractors/vendors who help us meet our obligations to you, including those that help us understand your personal information; or get through an order; or third parties as required by applicable law.

Honour this policy. We require anyone that we share your personal information with to always honour this policy in terms of the applicable law.

Mandatory disclosure. We may disclose personal information to third parties if required for legal reasons, such as if required by the relevant authorities or a court order.

Staff. We may need to disclose personal information to our staff to do their jobs, but only as absolutely required.

SECURITY

We take the security of personal information very seriously and always do our best to comply with the applicable data protection laws. Our hosting company GoDaddy hosts our website in a secure server environment. For the full GoDaddy Privacy Policy, please access it here: <https://za.godaddy.com/legal/agreements/privacy-policy> and for more

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information on how their servers Processes data please access it here: <https://za.godaddy.com/legal/agreements/data-processing-addendum> . Furthermore, we implement disaster recovery procedures where appropriate.

STORAGE

Access. You may request to provide you with a description of the personal information that we have on you, correct or update it or delete it (provided that we do not need it to fulfil our obligations to you or applicable law does not require us to keep it). We will take all reasonable steps to verify your personal identity before proceeding and we may charge a fee to recoup our costs associated with this request if there is a cost applicable to us and provided that applicable law allows us to do so. Please contact us with your name and any other information needed to identify you correctly if you want access to information or want us to correct, update or delete it.

Accuracy. We will do our best to keep your personal information that we collect accurate, complete, and up to date.

Participation. We may ask you to update your personal information from time to time but will take steps to verify your identity to prevent unauthorised access when doing so.

Retention. We will keep your personal information for as long as is required to fulfil our obligations to you unless you have given us permission to keep it longer or we are otherwise legally allowed/obligated to do so.

GENERAL

Updating or removing. You may update or remove your personal information by contacting us at irene@eiwood.co.za

Limitation. We do not take any responsibility for anyone third parties' privacy policies or practices.

Enquiries. Please contact us by email if you have any questions about this privacy policy or how we handle your personal information at irene@eiwood.co.za

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