

## **PRIVACY POLICY**

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- 1. LQ Engineering (referred to hereunder as "LQ Engineering", "us", "we" or "our") takes practical measures to protect your privacy as outlined in the privacy policy below. The terms outlined within this privacy policy may: limit the liability or risk of LQ Engineering or a third-party to you; create an assumption or risk of liability on your part; impose an agreement on you that indemnifies LQ Engineering or a third-party; be an indication of an acknowledgement of fact by you.
- 2. By using our services you may need to provide personal information, which can include but is not limited to your full name and surname, email address, gender, physical address, cell phone number, identity number, date of birth and other such contact information.
- 3. Through the use of our website, you agree that you acknowledge and agree to the terms and conditions set out by this privacy policy. You also agree that we may use your personal information in accordance with this privacy policy.
- 4. You agree that you above the age of 18 years by using the website
- 5. You agree that LQ Engineering may contact you directly via any method, which includes but is not limited to telephone, email, SMS and WhatsApp through the use of the website.
- 6. If at any time your personal information changes then we request that you notify LQ Engineering of such changes and provide the updated information as soon as possible so that we can update your personal information. There are times we may request users to update their personal information.
- 7. You agree that the information that you have given is accurate and current. You agree to not misrepresent or impersonate a person or entity falsely or to misrepresent your affiliation with anyone or anything.

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  - 8.1. Are aware of your rights in terms of the Protection of Personal Information Act No4 of 2013 as amended, which will then be referred to as POPIA.
  - 8.2. Voluntarily consent and authorise LQ Engineering to use and/or process your personal information including without limitation to the information contained in section 2 for the purposes of:
    - 8.2.1. conducting marketing campaigns should you allow, providing sale leads to third parties, including but not limited to value added products, marketing agencies and services providers, that may contact you in regards to any services and/or goods, any or all value added products and services or any other goods/services offered by LQ Engineering, any of our divisions and/or partners, and/or any third-party service providers.
    - 8.2.2. Informing you of special offers, new features, VAPS and/or promotional competition offered by LQ Engineering, any of our partners and/or divisions, any third-party insurers and/or third-party service providers.
    - 8.2.3. Receiving marketing materials and direct marketing in the form of emails, SMSs, telephone calls and such from LQ Engineering and third parties that it does business with
    - 8.2.4. Improving the product selection of LQ Engineering as well as the experience on our website through monitoring browsing habits or tracking sales on our website and other such matters and subsidiary products which may occur.
  - 8.3. Acknowledge that you are aware of your right to opt out to receiving any direct marking information in the manner and form prescribed.
  - 8.4. Acknowledge that processing includes the collection, receipt, recording, organisation, collation, storage, modifying or updating, retrieval, alteration, consultation, use, dissemination by means of transmission, distribution or making available in any other form, or merging, linking plus blocking, degradation, erasure or destruction of information.
  - 8.5. Acknowledge and understand that you can request for your personal information to be destroyed and/or deleted and LQ Engineering will within a reasonable time comply with such a request unless prohibited by law.
  - 8.6. Acknowledge and understand that if the aforementioned terms and condition are not accepted then you will not be able to proceed.
- 9. If you choose not to give consent and to not accept the provisions outlined within this privacy policy, LQ Engineering is still able to process your personal information in accordance with the provisions of POPIA only.
- 10. Your personal information will not be disclosed to any third-party other than where it has been set out below and elsewhere within this privacy policy.
- 11. If required by any applicable law, legal process, subpoena or court order issued to us, we are entitled to use or disclose personal information. This will be deemed necessary to protect our interest and that of the public.
- 12. You agree that the information that you have given is accurate and current. You agree to not misrepresent or impersonate a person or entity falsely or to misrepresent your affiliation with anyone or anything.
  - 12.1. treat personal information as strictly confidential apart from where we are allowed to share in conjunction with this privacy policy and in line with the provisions that have been set in terms of POPIA.

- 12.2. Take all measures both technical and organisational to ensure that personal information is kept secure and to protect it from unlawful or unauthorised processing, destruction or damage, accidental loss, disclosure or access or alteration.
- 12.3. Promptly notify you if we become aware of any unauthorised use, processing or disclosure of your personal information.
- 12.4. Provide you with reasonable evidence of our compliance with our obligation under this privacy policy on reasonable notice and request and
- 12.5. On your request promptly destroy or return any and all personal information in our possession or control apart from what we are legally obliged to retain.
- 13. Your personal information will not be kept for longer than the period for which it was originally collected unless you have given consent for us to retain such information or if we are required to by law for a longer period.
- 14. We will do what is reasonably necessary to protect your right of privacy, but we are not able to guarantee or accept any liability whatsoever for any unlawful or unauthorised disclosures of your personal information whilst it is in our possession made by third parties that are not under our control.
- 15. If you have disclosed your personal information to a third-party, like an entity that operates a website which is linked to our website or to anyone other than LQ Engineering, then we and our partners will not be held liable for any loss or damage that could arise and suffered by you from such disclosure of information to the third-party. You agree to indemnify and hold LQ Engineering and its partners harmless against all damage, claims, loss and/or expense that may be made against and/or suffered by you in conjunction with and/or arising from the disclosure and/or dissemination of all or any of your personal information. LQ Engineering does not regulate or control how third parties use your personal information. You are then encouraged to read the third parties privacy policy.
- 16. Our website uses cookies. Cookies will collect information and data automatically through the standard operation of the internet servers.

Cookies are small text files a website can use and which we may use. Cookies will recognise repeat users, facilitate the users ongoing access to and use of a website and allow a website to track usage behaviour and collect aggregate data that will allow the website operator to improve functionality of the website and its content to display more focused advertising to a user by way of third-party tools.

You can turn cookies off through your web browser, however, cookies may give you access to certain features on our website and disabling such cookies could mean that these features are no longer accessible to you and your access to our website could be limited.

If cookies are not disabled then you are seen as giving consent to our use of any personal information collected using these cookies subject to the provisions of this clause.

- 17. LQ Engineering has the right to amend or modify its privacy policy at its own discretion at any time without prior notice to the user. Amendments to the privacy policy will be posted on LQ Engineering's website. Unless stated, the current version of the privacy policy will supersede and replace all previous versions.
- 18. If you have any queries in regards to this privacy policy, need further information or wish to withdraw consent or to correct your personal information you can contact us on info@lqengineering.co.za
- 19. You have the right to complain to the Information Regulator. The contact details can be found at: https://www.justice.gov.za/inforeg/.