# **Privacy Policy**

Thank you for visiting <u>www.cataclystcfo.co.za</u>. We understand the importance of privacy and are committed to protecting the personal information of our users. This Privacy Policy outlines the types of information we collect and how we use and safeguard that information.

# 1. Information we collect:

#### Non personal information:

When you visit our Website, we may collect non-personal information such as your browser type, IP address, and other similar data to improve the user experience.

Cookies:

We may use cookies to enhance your browsing experience. Cookies are small files stored on your device that help us analyse site traffic and customize content.

### 2. Personal information:

The only time we collect personal information is when you voluntarily provide it through our "Contact Us" form. This may include your name, telephone number, email address, and any additional information you choose to provide.

#### 3. Use of Information:

Non-personal Information:

Non-personal information is used to analyse website traffic, improve our content, and enhance user experience.

#### Personal (Contact) Information:

Personal information collected through the "Contact Us" form will be used for the purpose of responding to your inquiries or requests.

#### 4. Data Security:

We employ industry-standard security measures to protect your personal information from unauthorized access, disclosure, alteration, and destruction.

#### 5. Third-Party Links:

Our Website may contain links to third-party websites. We are not responsible for the privacy practices or content of these external sites.

# 6. Your Choices:

You have the option to disable cookies through your browser settings. However, this may affect the functionality of certain features on our Website.

# 7. Your Rights:

You, as user, has the right:

- of access to your Personal Information stored and processed by us. This may be done by emailing us at the address referred to in section 9 (Contact Information) below;
- to rectification of Personal Information that we hold on a user's behalf, in instances where such Personal Information is incorrect or incomplete;
- of erasure of Personal Information ("right to be forgotten") if you withdraw your consent and there is no other reason or justification to retain such Personal Information,
- further alternatively, if you have objected to such Personal Information being processed and there is no justified reason for the processing of such Personal Information;
- to restrict/suspend processing of Personal Information to only that which is strictly necessary for us to perform our services to you;
- if we breach any of the terms of this Privacy Policy, to complain to the requisite data protection authority in your territory;
- to object to the processing of Personal Information for direct marketing purposes.

# 8. Changes to Privacy Policy:

We reserve the right to update and modify this Privacy Policy at any time. Please review this page periodically for any changes.

# 9. Contact Information:

If you have any questions or concerns about our Privacy Policy, please contact us at:

compliance@catalystcfo.co.za

Catalyst CFO (Pty) Ltd Address: Workshack, 16 Elektron Avenue, Technopark, Stellenbosch 7600 Telephone: 068 029 7662

# By using our Website, you agree to the terms outlined in this Privacy Policy.