



PRIVACY POLICY OF
AKILI3D TECHNOLOGIES AND SOLUTIONS (PTY) LTD

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1. INTRODUCTION

Akili3D Technologies and Solutions (Pty) Ltd focus on stereoscopic 3D visualisation, combined with professional workstation and data processing server technology, to deliver seamless and integrated workplace solutions for clients.

At Akili3D Technologies and Solutions (Pty) Ltd we respect your right to privacy and therefore aim to ensure that we comply with the legal requirement of the POPI Act which regulates the way we collect, process, store, share and destroy any personal information which you have provided to us.

This Privacy Policy explains what and how information about you is collected, used, and disclosed by Akili3D Technologies and Solutions (Pty) Ltd when you use our website and services or when you otherwise interact with us.

We may update this Privacy Policy from time to time. Please review this Privacy Policy when using our services to stay informed and protect your privacy.

2. DEFINITIONS

Our Privacy Policy is based on the prescripts of POPIA, which requires our documentation to be understandable to our data subjects. To ensure this, we have set out terminology used herein for Your ease of reference. In this Policy, we use, inter alia, the following terms:

| | |
|-------------------------------|---|
| “We” and “Us” means: | Akili3D Technologies and Solutions (Pty) Ltd Registration number: 2021/132799/07 |
| “POPIA” means: | Protection of Personal Information Act 4 of 2013. |
| “You” and “Your” means: | the person to whom personal information relates. |
| “Personal” Information means: | Personal information means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person as defined in the POPIA. |
| Data subject” means: | the person to whom personal information relates and includes any identifiable, living, natural person, and an identifiable, existing juristic person. |
| Processing” means: | any operation or set of operations which is performed on personal information or on sets of personal information, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. |

“Automated Decision Making” means:

any form of automated processing of personal information consisting of the use of personal information to evaluate certain personal aspects relating to a data subject, in particular to analyse or predict aspects concerning that data subject’s performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.

“Consent” shall mean”

Consent of the data subject is any freely given, specific, informed, and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal information relating to him or her.

3. COLLECTING PERSONAL INFORMATION:

We endeavour to collect and process information, which has been collected directly from data subjects.

Generally, the processing of Your personal information is necessary for purposes set out below and we will therefore only request information that is relevant and necessary for such processing. Where possible, we will inform You what information You are required to provide to us and what information is optional. Failure to provide this personal information could prevent or cause a delay in the fulfillment of these obligations.

You agree to provide accurate and complete personal information. Should You fail to provide accurate Personal Information, we may refuse to process Your request for goods/services.

We collect and process the following information:

| Data Subject | Types of Information Collected |
|--------------------------|--|
| Clients | Name and surname, email, phone number and addresses. |
| Suppliers/Sub-contactors | Name, company registration number, VAT registration number, contact details, addresses, employee names, identity numbers and bank details. |
| Visitors to Website | Name, contact details, email address, location data and information collected via cookies. |

**This policy excludes personal information collected from employees, which shall be subject to a separate agreement.*

Legal basis for the processing:

We, and service providers we engage, process data subjects' personal information exclusively for the following purposes:

Consent.

We will process Your personal information where You have expressly consented to the processing thereof. For example:

- Newsletters, in the form of specific consent received from you; or
- if You contact Us using our contact form.

To Comply with Contractual Obligations.

We will carry out administrative activities which includes but is not limited to liaising with data subjects (telephonically or via email) for invoicing, collecting payments and delivery of services or for any other purposes related to our contractual obligations to the data subject.

To Comply with Legal Obligations.

Personal information is also collected and processed in order to comply with any legal obligation imposed on Us, which includes but is not limited to our duty to monitor and provide notification.

In Pursuit of our legitimate interests or that of any third parties.

We may process Your data where necessary to pursue our legitimate interests or the legitimate interests of third parties. This includes but is not limited to:

- Enforcement of legal claims and defence in legal disputes;
- Prevention and investigation of criminal acts;
- Preservation of IT security and IT operations.

When we contract third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that Personal Information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass Your Personal Information agrees to treat Your information with the same level of protection as we are obliged to.

4. RETENTION OF RECORDS

The criteria used to determine the period of storage of personal information is the respective statutory retention period. After expiration of that period, the corresponding data is routinely deleted, as long as it is no longer necessary for the fulfilment of the contract or the initiation of a contract.

5. COLLECTION OF INFORMATION BY “COOKIES”

You are aware that information and data is automatically collected through the standard operation of the Internet servers and through the use of "cookies." "Cookies" are small text files a Website can use to recognise repeat users, facilitate the user's ongoing access to and use of the Website and allow a Website to track usage behaviour and compile aggregate data that will allow content improvements and targeted advertising. Cookies are not programs that come onto Your system and damage files. Generally, cookies work by assigning a unique number to You that has no meaning outside the assigning site. If You do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows You to deny or accept the cookie feature; however, You should note that cookies may be necessary to provide You with certain features (e.g., customised delivery of information) available on our Websites.

6. LINKS TO OTHER WEBSITES

Our website may contain links to other websites or to integrated sites. We are not responsible for the contents of the websites of other companies or for the practices of such companies regarding the collection of personal data. When you visit other websites, you should read the owners' policies on the protection of personal data and other relevant policies.

7. SECURITY SAFEGUARDS

We:

1. will treat Your personal information as strictly confidential;
2. have taken appropriate technical and organisational measures to ensure that Your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access. We have implemented security measures to ensure that our internal procedures meet our security policy standards. Accordingly, we strive to protect the quality and integrity of Your information;
3. will promptly notify You if we become aware of any unauthorised use, disclosure or processing of Your personal information;
4. will provide You with reasonable evidence of our compliance with our obligations under this policy on reasonable request; and
5. will not retain Your personal information longer than the period for which it was originally required, unless we are required by law to do so, or You consent to Us retaining such information for a longer period.

ALTHOUGH WE TAKE THE AFOREMENTIONED PRECAUTIONS IN PROTECTING YOUR PERSONAL INFORMATION, WE SHALL HOWEVER NOT BE LIABLE FOR ANY LOSS OR DAMAGE, HOWSOEVER ARISING, SUFFERED AS A RESULT OF THE DISCLOSURE OF SUCH INFORMATION IF OUTSIDE OUR REASONABLE CONTROL.

8. MINORS

We do not process the information of minor children.

9. TRANSFER OF YOUR PERSONAL DATA

We may transfer Your information outside South African borders for retention purposes and/or if Our service provider/s are cross border or uses cross boarder systems. We will only share Your information with service providers who have comparable privacy policies in place.

10. YOUR RIGHTS

Right of Access

Each data subject has the right to obtain from Us confirmation as to whether personal information concerning him/her is being processed by it as well as a record of said personal information. Should the data subject require copies of any/all the records held, a request must be submitted in the format and manner as prescribed detailed in our PAIA Manual, available for review via our website, www.akili3d.com.

Right to rectification

Each data subject has the right to obtain from Us, without undue delay, the rectification of inaccurate personal information concerning him/her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal information completed, including by means of providing a supplementary statement.

Right to erasure

A data subject, may at any time, request the deletion or destruction of its personal information held by Us. We, however reserve the right to refuse such request considering any other laws, regulations and/or contractual obligations restricting Us from complying with the data subject's request.

Right to object

Each data subject has the right to object, on grounds, to the processing of his/her personal information. We will refrain from processing the personal information in the event of the objection, unless we can demonstrate compelling legitimate grounds for the processing which override the interests, rights, and freedoms of the data subject, or for the establishment, exercise, or defence of legal claims.

In order to comply with any request received, we may require proof of identity.

11. EXISTENCE OF AUTOMATED DECISION-MAKING

As a Responsible Party, we do not use automatic decision-making or profiling.

12. PROMOTION OF ACCESS TO INFORMATION ACT

In compliance with the provisions of the Promotion of Access to Information 2 of 2000 (PAIA), all requests for access to information must comply with the prescribed procedure set out in our PAIA manual, available via our website, www.akili3d.com.

13. CONTACT US

All enquiries, requests, concerns, or complaints relating to the processing of personal information must be directed to privacy@akili3d.com.

If You are not satisfied with our response to Your query, You may approach the following regulatory body for further assistance:

THE INFORMATION REGULATOR (SOUTH AFRICA) SITUATE AT: WOODMEAD NORTH OFFICE PARK, 54 MAXWELL DRIVE, WOODMEAD, JOHANNESBURG, 2191.

COMPLAINTS: POPIAComplaints@inforegulator.org.za
PAIAComplaints@inforegulator.org.za

GENERAL QUERIES: enquiries@inforegulator.org.za