

**PRIVACY POLICY**  
**THE PROTECTION OF PERSONAL INFORMATION ACT**  
**CUSTOMER PRIVACY NOTICE**

This Notice explains how we obtain, use and disclose your Personal Information, in accordance with the requirements of the Protection of Personal Information Act 4 of 2013 ("POPI"). Kindly note capitalised terms used in this Notice have the meanings ascribed thereto in section 1 of POPI.

At Beautiko College (Pty) Ltd (and including this website, POPI Act-Compliance) we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

**ABOUT THE COMPANY:**

Beautiko College (Pty) Ltd offers accredited and Internationally approved training in Health and Skincare and related.

**THE INFORMATION WE COLLECT:**

We collect and process your Personal Information mainly to contact you for the purposes of understanding your requirements and delivering services accordingly. For this purpose, we will collect contact details including your Personal Information as defined hereunder. We collect information directly from you, where you provide us with your Personal Details and Information. Where possible, we will inform you what information you are required to provide to us and what information is optional. Website usage information may be collected using "cookies" which allows us to collect standard internet visitor usage information.

**HOW WE USE YOUR INFORMATION:**

We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal or research purposes.

For example:

- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorised user for security purposes;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- To conduct market or customer satisfaction research or for statistical analysis;
- For audit and record keeping purposes; and/or
- In connection with legal proceedings.

**DISCLOSURE OF INFORMATION:**

We may disclose your Personal Information to our service providers / operator(s) who are involved in the delivery of products or services to you. We have agreements in place to ensure that they comply with the privacy requirements as required by POPI.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights.

### **INFORMATION SECURITY:**

We are legally obliged to provide adequate protection for the Personal Information we hold and to stop unauthorised access and use of Personal Information. We will, on an ongoing basis, continue to review our security controls and related processes to ensure that your Personal Information remains secure.

Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to Personal Information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information; and
- Investigating and reacting to security incidents.

When we contract with 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.

### **YOUR RIGHTS: ACCESS TO INFORMATION:**

You have the right to request a copy of the Personal Information we hold about you. To do this, simply contact us at the numbers/addresses as provided on our website and specify what information you require. We will need a certified copy of your ID Document to confirm your identity before providing details of your Personal Information. Please note that any such access request may be subject to a payment of a legally allowable fee.

### **CORRECTION OF YOUR INFORMATION:**

You have the right to ask us to update, correct or delete your personal information. We will require a certified copy of your ID document to confirm your identity before making changes to Personal Information we may hold about you. We would appreciate it if you would keep your Personal Information accurate.

### **DEFINITION OF PERSONAL INFORMATION:**

According to POPI “**Personal Information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. Further to the POPI Act, Beautiko College (Pty) Ltd also includes the following items as personal information:

- All addresses including residential, postal and email addresses.
- Change of name – for which we require certified copies of the marriage certificate or official change of name document issued by the state department.

**HOW TO CONTACT US:**

If you have any queries about this Notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on our website.

Beautiko College(Pty)Ltd  
Unit 5  
Sussex Building Office Park  
462 Sussex Avenue  
Lynwood  
Pretoria  
087 8976258  
[beautiko@outlook.com](mailto:beautiko@outlook.com)

**HOW TO COMPLAIN:**

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@camelothhealth.co.za](mailto:info@camelothhealth.co.za).

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)  
JD House  
27 Stiemens Street  
Braamfontein House  
Johannesburg  
2001  
Phone: 010 023 5200  
Email: [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)

**Complaints** email: [POPIAComplaints@inforegulator.org.za](mailto:POPIAComplaints@inforegulator.org.za)