

**WOW INCENTIVES & EVENTS (PTY) LIMITED
PRIVACY POLICY**

PLEASE READ OUR PRIVACY POLICY BEFORE BROWSING THIS WEBSITE OR USING ANY OF OUR SERVICES. YOUR CONTINUED USE OF THIS WEBSITE AND OUR SERVICES INDICATES THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO THE TERMS AND CONDITIONS LISTED HEREIN.

What is this Privacy Policy for?

The Privacy Policy is for our website. www.wowie.co.za of Wow Incentives & Events (PTY) Limited, Registration Number: 2010/002513/07, having its registered address at Ground Floor, Building 4 Quadrum Office Park, 50 Constantia Boulevard, Constantia Kloof Ext 28, 1709.

The Privacy Policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Please read this Privacy Policy to understand how your information will be collected, used, processed, stored, disclosed, protected, or otherwise handled, and further to understand the choices and rights that you as the Data Subject have with respect to your Personal Information.

This Privacy Policy complies with, and facilitates the obligations required from, the European Commission's General Data Protection Regulation, 2016/679 and the South African Protection of Personal Information Act No. 4 of 2013, as amended.

1. Introduction

- 1.1 In adopting this Privacy Policy, we will take appropriate and reasonable technical and organizational steps to prevent unauthorized access to, or disclosure of, your Personal Information.
- 1.2 By continuing to use this website you agree that we may "collect, collate, process and/or store" your personal information (as defined by POPIA) for, amongst other things:
 - 1.2.1 the purpose of providing you with access to the website and the website content; and
 - 1.2.2 any of the purposes provided herein.
- 1.3 Where there are reasonable grounds to believe that your Personal Information has been accessed or acquired by any unauthorised person, we will notify the relevant regulator and you, unless a public body responsible for detection, prevention or investigation of offences or the relevant regulator informs us that notifying you will impede a criminal investigation.
- 1.4 When we notify you that your Personal Information has been accessed or acquired, we will provide you with sufficient information to allow you to take protective measures against the potential consequences of the compromise.
- 1.5 We reserve the right to modify, add or remove certain sections of this Privacy Policy and we encourage you to visit this Policy on a continuous basis to familiarise yourself with this Policy.

2. When will we process your Personal Information?

- 2.1 While visiting our website, you may be requested to provide certain Personal Information, which identifies you as an individual (including, but not limited to, your name, contact details and email address). Such information may be collected in the following instances:
 - 2.1.1 when you submit an enquiry form, we will request mandatory identifying information (including your name and email address);
 - 2.1.2 voluntarily when you sign up for our newsletter;
 - 2.1.3 when you submit any information via our website, email address or via a call to our telephone number; and
 - 2.1.4 when you browse the website
- 2.2 You acknowledge that all Personal Information processed by us may be stored by us.

3. What types of Personal Information will we process?

- 3.1 The personal information that we may process may include your name, contact number and email address that specifically identifies you and the pages of the website viewed by you:
- 3.2 We will process your data when we need to render a service to you.

4. How we will process your Personal Information?

- 4.1 We will only use the information you provide for our legitimate business purposes.
- 4.2 We may process your Personal Information on a voluntary ad-hoc basis that you may provide us with when you fill out an enquiry form in the question section of our "contact us" page, or contact us via social media, or when you email us, or when you provide Personal Information to support a request logged by you to us.

- 4.3 We may further use the information we collect from you to follow up with you after correspondence (email or phone enquires);
- 4.4 we may process Personal Information that you provide to us for the purpose of subscribing to our newsletters. This information may be processed for the purposes of sending you the relevant newsletters. You may choose to opt-out of receiving these communications at any given time by notifying us or by unsubscribing from the mailing list;
- 4.5 to keep active communications with you while you are our contracted client.

5. Third Party disclosure of your Personal Information

- 5.1 We treat all your Personal Information as confidential. We do not sell, trade, or otherwise transfer to outside parties your Personally Identifiable Information.
- 5.2 You consent that we may disclose your Personal Information to approved third party providers where required by law.
- 5.3 You agree that your Personal Information may be shared under the following circumstances:
 - 5.3.1 to our agents, our website hosting and software development partners, advisers, service providers and suppliers (our Search Engine Optimization agency, creative, brand, digital and media agencies) Microsoft, Google and other research agents, as well as other third-party service providers who assist us with operating this website;
 - 5.3.2 to monitor web traffic - web servers serving the website automatically collect information about pages you visit. This information is used for internal review, to tailor information to individual visitors and for traffic audits;
 - 5.3.3 to government and law enforcement agencies, where the law requires that we disclose your Personal Information to a party, and where we have reason to believe that a disclosure of Personal Information is necessary to identify, contact or bring legal action against a party who may be in breach of the Privacy Policy or may be causing injury to, or interference with (either intentionally or unintentionally), our rights or property, other users, or anyone else that could be harmed by such activities; and
 - 5.3.4 third parties as required by law, including but not limited to regulators as law or governmental audit requires, or law enforcement as subpoena or court order requires.

6. Your Rights as a Data Subject

- 6.1 As a Data Subject of Wow Incentives & Events (Pty) Ltd (WOW) you have the right and responsibility to ensure that the Personal Information, we hold about you is accurate. In the absence of evidence to the contrary, we will assume that the information you have provided to us is accurate. At your request, where the law requires us to do so, you can exercise your Data Subject rights as per the following, subject to verification and validation of your identity:
 - 6.1.1 request access to your Personal Information that Wow holds about you;
 - 6.1.2 request rectification of your Personal Information that Wow holds about you;
 - 6.1.3 request deletion, as permitted by law, of your Personal Information that Wow holds about you;
 - 6.1.4 request restriction of processing of your Personal Information;
 - 6.1.5 object to processing of Personal Information as permitted by law; and
 - 6.1.6 lodge a complaint as it pertains to the processing activities of your Personal information.
- 6.2 In order to exercise any of the above, you can contact us at gail@wowie.co.za.
- 6.3 In cases where consent was given, you have the right to withdraw consent at any time.

7. Social Media Platforms

- 7.1 Communication, engagement and actions taken through external social media platforms that Wow participates on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.
- 7.2 Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. Neither this website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.
- 7.3 This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

8. Shortened Links in Social Media

- 8.1 This website and its owners through their social media platform accounts may share web links to relevant web pages. By default, some social media platforms shorten lengthy URLs.
- 8.2 Users are advised to take caution and good judgement before clicking on any shortened URLs published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine URLs are published, many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

9. Contact & Communication

- 9.1 Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your Personal Information is kept private and stored securely until a time it is no longer required or has no use. Every effort has been made to ensure a safe and secure form to email submission process but advise users using such form to email processes that they do so at their own risk.
- 9.2 This policy may change from time to time.
- 9.3 For any further information regarding this Privacy Policy, please contact Wow at gail@wowie.co.za