



At SAECA we recognize that privacy is important to you. Please note that by accessing the [www.saeca.co.za](http://www.saeca.co.za) website you agree to accept the terms and conditions of this Privacy Policy.

### **1. Information Collection and Use**

We offer a number of services that do not require you to register for an account or provide any personal information to us. In order to provide our full range of services, we may collect the following types of information:

**Information you provide** - When you use the online contact form, we ask for your personal information (such as your name and email address), so that we can reply to you. We will not collect or use sensitive information for purposes other than those described in this policy and/or in the specific service notices, unless we have obtained your prior consent.

**Cookies** - A cookie is a small text file that is sent to your computer via your web browser when you visit some websites. Cookies are used to store information about you for the next time you visit that site - information like where you went on the site and what you did. Cookies are a great way for a website to remember you when you next visit. Our cookies do not contain any other personal information about you, and are used only to determine your browser and user preferences for our site. This helps us to provide you with the service that you desire and to enhance your browsing experience. However, if you prefer, you can set your browser software to not accept cookies. You should still be able to use our site without cookies enabled. Any changes to our privacy policy will be posted on this site so that you may ensure that you are fully informed of your rights and can notify us of any changes to your preferences.

**User communications** - When you send emails or other communications to SAECA, we may retain those communications in order to process your inquiries, respond to your requests and improve on our services.

### **2. Data Integrity**

SAECA processes personal information only for the purposes for which it was collected and in accordance with this Policy or any applicable service-specific privacy notice. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve our services.

### **3. Policy Changes**

Any changes to our privacy policy will be posted on this site so that you may ensure that you are fully informed of your rights and can notify us of any changes to your preferences.