



WEBSITE PRIVACY POLICY: FORMULATED IN ACCORDANCE WITH THE PROVISIONS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 04 OF 2013

Turnkey Civil International (Pty) Ltd (hereinafter “our Organisation”) regards your privacy as very important. Accordingly, this policy has been developed in order for you, the User, to understand how we collect, use, communicate, disclose and make use of your personal information.

Consent

By using our website, you agree to be bound by this Privacy Policy.

Collection of information

Our Organisation collects personally identifiable information, such as your name, postal address, telephone number and email address, when voluntarily submitted through a form by our visitors. The information you provide to us is used to help us serve your needs.

How your information is used

The information you submit to us by sending us an email or by filling out a form with your personal information and submitting it through our website, is used to carry out your requests, respond to your enquiries and to better serve you in ways naturally associated with the circumstances in which you provided us with your information. Our Organisation will not share your information with any third parties outside of our organisation, other than as necessary to fulfil your requests. Unless you ask us not to, you hereby provide us with your consent to contact you via email in future to tell you about events, new products or services, promotions, or changes to this Privacy Policy.

Information collected and stored automatically

From the information we collect from you when you visit our website, we store only the following information: the IP address from which you access the internet, the date and time, the internet address of the website from which you linked directly to our website, the name of the file or the words you searched, and the browser used to access our website. This information is used to measure the number of visitors to our website, identify system performance or problem areas, and so that we may improve the quality of our website. Our Organisation does not provide this information to third parties.

Cookies

Our website may use cookie and tracking technology depending on the features offered. Cookie and tracking technology is useful for gathering information such as browser type and operating system, tracking the number of visitors to our website, as well as to understand how visitors use our website. The type of personal information we collect as a result of a cookie is specific to your computer and may include the Internet Protocol (“IP”) address, the date and time you access our website and what parts of our website are visited. We collect the foregoing personal information to monitor the usage and usefulness of our website for statistical purposes, and to send you information about our company and our new products and services, which suit your interests. Third-party advertisers may also create and access cookies, which will be subject to their privacy policies. Our Organisation does not accept any responsibility or liability for the use of such third parties’ cookies. If you do not wish cookies to be placed on your computer or handheld device, then they can be disabled in your web browser settings. The option to do so is normally found in the section of your browser’s security settings. Kindly take note that permanently disabling cookies in your browser may hinder your use of our website as well as other websites and interactive services.

Linked websites

Kindly take note that our Privacy Policy does not apply to other websites, nor does it apply when you access these websites using a link on our website, or when you link to our website from another website.

Communications

All Users have the choice to unsubscribe to our electronic communications which you have consented to receive by agreeing to this Privacy Policy. All Users are entitled, at any stage, to opt out of this service by clicking on the “opt out” option on our email correspondence.

Security of your personal information

Our Organisation secures your personal information from unauthorised access, use or disclosure through a third-party vendor. Subscriber lists are stored on a secure server. Our Organisation does not, under any circumstances, sell your lists, contact people on your lists, market to people on your lists, steal your lists, or share your lists with any other party, unless it is required by law. If someone on your list complains or contacts us, we may then contact that person. Only authorised employees have access to view Distribution Lists.

Changes to this privacy policy

We reserve the right to change this Privacy Policy as we deem necessary or appropriate because of legal compliance requirements or changes to our business practices. If you have provided us with an email address, we will endeavour to notify you, by email to that address, of any material change to how we will use your personally identifiable information.

Questions, comments, or complaints

Should you have any questions, comments or complaints about Our Organisation’s Privacy Policy, or any breach thereof, kindly send an email to info@turnkeycivils.com to obtain the contact details of our Information Officer, who will be able to assist you in this regard.