



The Talking Point Group

# Privacy policy

## Who we are

The Talking Point Group makes reasonable efforts to maintain the confidentiality of your personal information and comply with the Protection of Personal Information Act 4 of 2013 (POPIA) when processing your personal information.

## The purpose of this notice

The purpose of this notice is to inform The Talking Point Group clients about the type and use of personal information the company collects, the ways in which it is collected, the sharing, protection and storage thereof.

You have the right to request the deletion of your personal information held by The Talking Point Group at [info@thetalkingpoint.co.za](mailto:info@thetalkingpoint.co.za)

## What is personal information?

The term 'personal information', as used in this notice, applies to information that may be used to identify an individual or a member/client or juristic person (i.e. for example a registered company).

POPIA defines personal information as "information which relates to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. The person to whom personal information relates is referred to as the "data subject".

Examples of personal information include, but are not limited to, contact information, information relating to race, gender, age, physical or mental health, wellbeing, disability and language.

## What type of personal information does The Talking Point Group collect?

Personal information collected by The Talking Point Group can include a data subject's name, contact, birth date, identity number, gender and location information.

When personal information is collected, the company will indicate the purpose for the collection and whether the information required is compulsory or voluntary.

## **How does The Talking Point collect personal information?**

The company collects information directly from you, the data subject. The source from which personal information was obtained, if not directly from the data subject, will be disclosed.

## **Use of personal information**

After obtaining consent, the personal information collected or held by The Talking Point Group may be used, stored, transferred or disclosed or shared for the following purposes:

- Providing on-going administration services for the duration of the pilot programme or contract.
- If permission is given, The Talking Point Group may use your personal or other information to tell you about products, services and special offers from the company.

## **Sharing of personal information**

The Talking Point Group will only share your personal information with third parties if you have consented to such disclosure. If consent has been obtained, the company may share your personal information with persons or organisations within and outside of The Talking Point Group.

Where The Talking Point Group discloses personal information to intermediaries, or any other third parties, the third parties will be obliged to use that personal information only for the reasons and purposes it was disclosed for. The Talking Point Group may be obliged to disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, or for the purposes of protecting the interest of clients, for example emergency contacts, fraud prevention or to give effect to an agreement.

## **Securing personal information**

The Talking Point Group will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. The company will store all the personal information in secured environments, for example on secured servers in a protected data centre.

## **Updating of this processing notice**

The Talking Point Group may update this notice periodically and an updated version may be requested, for example through an email notification addressed to [info@thetalkingpoint.co.za](mailto:info@thetalkingpoint.co.za)

## **The Talking Point Group's Privacy Policy**

If you have any questions about this notice or The Talking Point Group's treatment of your personal information, please address an email to [info@thetalkingpoint.co.za](mailto:info@thetalkingpoint.co.za)

## **How you can review and correct your personal information**

You can request to review your personal information contained in The Talking Point Group's records at any time to correct or update the information by sending an email to [info@thetalkingpoint.co.za](mailto:info@thetalkingpoint.co.za)

## **How to request the removal of your personal information**

You have the right to request the deletion of your personal information held by The Talking Point Group. The Talking Point Group will delete your personal information if it is no longer authorised to retain it in terms of the Protection of Personal Information Act. The Talking Point Group will notify you of the action taken as a result of your request.