

Rev. No.	Date	Figure, Table or Paragraph No.	A M D	Brief Description	Author	Approved
001	22 Apr 2020			Initial release	M. Scherner	C. van Zyl

\* **A** - Added    **M** - Modified    **D** - Deleted

## ABBREVIATIONS

IP:	Internet Protocol
ID:	Identification
PI:	Personal Information - includes all data that is personally relatable to you, such as name, address, email addresses and user behaviour, as well as the data defined as "PI" in the Protection of Personal Information Act, No. 04 of 2013.
Cookies:	Cookies are small text files that are stored on your hard drive assigned to the browser you are using and by which the organization that sets the cookie (in this case by us) receives certain information. Cookies cannot run programs or transmit viruses to your computer. They serve to make the internet offer more user-friendly and effective.

## PURPOSE

Describing the initiative of AAT Composites to protect PI of visitors, visiting or viewing the company website.

## SCOPE

This policy describes the initiative to protect PI of all visitors viewing AAT Composites (Pty) Ltd website.

## DOCUMENT REFERENCES

Doc. No.	Title
<a href="http://www.aatcomposites.com">www.aatcomposites.com</a>	AAT Composites Website
<a href="mailto:jacobus@aatcomposites.com">jacobus@aatcomposites.com</a>	PI Information Requisition Email
<a href="http://www.aboutcookies.org">www.aboutcookies.org</a>	Cookie Information Website

## PRIVACY POLICY

We are delighted that you have chosen to visit our website and that you are interested in our company. Protecting your privacy is something that we take very seriously, and we want you to feel comfortable when visiting our website.

### A. Information on the Collection of Personal Data

1. In the following statement, we inform you on how we process personal data when you use our website, which may be collected by us when you use our website - as defined as "PI" in the Protection of Personal Information Act, No. 04 of 2013.
2. AAT Composites (Pty) Ltd views the protection of your PI in a very serious light and is therefore committed to the protection and preservation of the PI of every visitor to our website. We therefore kindly ask that you carefully read this privacy policy for you to understand how we will treat your PI.
3. AAT Composites (Pty) Ltd reserves the right to update and/or amend this privacy policy at any time and undertakes to ensure that the latest version thereof shall always be available on this website. We therefore emphasise that you should kindly refer hereto periodically to familiarise yourself with any updates and/or amendments.
4. Please note that by making use of this website you consent to AAT Composites (Pty) Ltd, its directors, employees, agents, contractors, consultants, affiliates, and/or third parties processing your PI for the purposes set out in this privacy policy. The aforementioned processing of your PI may include but is in no way limited to the collection, utilisation, and disclosure of your PI in accordance with the provisions hereof. Should you be unwilling to consent to the processing of your PI, it is your responsibility to **IMMEDIATELY EXIT** this website.

5. By making use of this website you hereby consent to AAT Composites (Pty) Ltd processing the following PI as defined in the Protection of Personal Information Act, No. 04 of 2013, that information which identifies or could reasonably be associated with yourself, and:
  - a) that information provided by you to us.
  - b) that information collected by us when you make contact with us via this website.
  - c) Information we automatically collect about you with each visit to this website which includes, but is not limited to, the following:
    - i. Your IP address which is used to connect your computer to the internet.
    - ii. Other technical information including but not being limited to your operating system and browser type.
    - iii. Information about each of your visits to this website including but not being limited to details and records of the number of times you visited this website, the pages of this website that you visited, the location from which you accessed this website, and other communication date.
6. AAT Composites (Pty) Ltd shall only process, collect, disclose, or otherwise utilise your PI in accordance with the provisions of this privacy policy.
7. The PI processed in accordance with the provisions of this privacy policy shall primarily be utilised for data and statistical analysis, as well as for market research and web-traffic monitoring. However AAT Composites (Pty) Ltd reserves the right to make use of your PI for any purpose(s) which it deems fit with the caveat that such purpose(s) shall be permissible in terms of the laws of the Republic of South Africa.
8. AAT Composites (Pty) Ltd shall not retain your PI for a period longer than is necessary to achieve the purpose for which it was collected by us, unless there is a lawful reason or requirement for our retention of your PI for a longer period of time.
9. AAT Composites (Pty) Ltd shall be entitled to disclose your PI to any third-party service providers, where, in our sole discretion, it may be necessary.
10. AAT Composites (Pty) Ltd may also disclose your PI when such a disclosure is required or permitted by law and/or when such disclosure is necessary to protect our legitimate commercial interests.
11. AAT Composites (Pty) Ltd shall take all appropriate, reasonable, technical, and organisational measures to protect your PI in order to prevent unauthorised access to or processing of your PI. However, please note that no warranty is given against any unauthorised third party accessing and/or processing and/or utilising your PI and by visiting this website you indemnify AAT Composites (Pty) Ltd against any loss or damage of whatever nature arising as a result of such action.
12. You are entitled to request access to any and all PI belonging to you and recorded by us by sending an email requesting the same to [jacobus@aatcomposites.com](mailto:jacobus@aatcomposites.com).
13. Use of Cookies:
  - a) Cookies are stored on your computer when you use our website.
  - b) We use Cookies and active components (such as JavaScript) on our website in order to recognize user preferences and to make the website more ideally suited to our users. With the use of Cookies, we want to offer you simplified navigation and a high degree of user-friendliness on our website.
  - c) Cookies are small text files that are stored on your computer when you visit our website. If you want, you can delete the Cookies at any time. However, this may lead to the fact that individual functions are no longer available to you.
  - d) This website uses the following categories of Cookies, the scope and mode of operation of which are explained below:
    - i. Essential Cookies (Category 1):

These Cookies are mandatory for our websites and their functions to work properly. Without these Cookies certain services cannot be provided to you.
    - ii. Functional Cookies (Category 2):

These Cookies improve website convenience and performance and provide various functions. For example, language settings or other selections made can be stored in functional Cookies.
    - iii. Third-party Cookies (Category 3):

Some of our websites include content and services from other providers (such as Google Maps or social networks) which can use Cookies and active components. We have no control over the processing of personal data by these providers.
  - e) The previously described categories of Cookies are either temporary or persistent.
    - i. Temporary Cookies are automatically deleted when you close the browser. These include, in particular, the session Cookies we use. These store a so-called session ID, with which various requests from your browser can be assigned to the common session. This will allow your computer to be recognized when you return to our website. The session Cookies are deleted when you log out or close the browser.
    - ii. Persistent Cookies are automatically deleted after a specified period, which may vary depending on the Cookie. You can delete the Cookies in your browser's security settings at any time.

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- iii. You can configure your browser setting according to your wishes and, for example, decline the acceptance of third-party Cookies or all Cookies. Please be aware that you may not be able to use all features of this site. Detailed information on Cookies can be found on the external English-language website: [www.aboutcookies.org](http://www.aboutcookies.org).
  14. In the event of any one or more of the provisions of this policy being held for any reason to be invalid, illegal, or unenforceable in any way, such finding shall not affect any other provision of this policy.

#### **AUTHORITY AND RESPONSIBILITY**

1. For authority and responsibility relating to AAT Composites (Pty) Ltd, refer to points A.3, A.7, A.9, A.10, A.11, and A.14.
2. For authority and responsibility relating to visitors, refer to points A.4, A.11, A.12 and A.14.

#### **DOCUMENTED INFORMATION (RECORDS)**

For guidance regarding information retention, refer to points A.8 and A.9.