

# PRIVACY POLICY

NATALIE SADIE- VERSION 1

SEPTEMBER 1, 2021

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# Privacy policy

Effective date: 1 July 2021

Natalie Sadie is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services.

It is important that you take all necessary and appropriate steps to protect your data yourself (for example, by ensuring that all passwords and access codes are kept secure).

Natalie Sadie has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

Registered address: House number 25, 27 Plumtree Lane, Hathersage Meadows, Somerset West, 7130

Information officer contact details: [Natalie.edpsych@gmail.com](mailto:Natalie.edpsych@gmail.com)

## Collection of data

Personal data will be collected directly from you, as data subject.

Where information is not collected directly from you as a data subject, we will take reasonable steps to inform you of the fact that the information was collected and will be processed.

You must not send us personal information about someone else without first getting his or her consent for it to be used and disclosed in the ways set out in this terms and conditions. This is because we will assume he or she has consented although we may still ask for confirmation from them. Where you do give us information about someone else, or someone else discloses a connection with you, that information may be taken into account with your other personal information.

## Customers

In order for us to provide you with the best service, we need to collect and process personal information from you as a customer. This information will consist of the following:

Personal information	Purpose for processing	Legal basis for processing
<b>Background information</b> (Name and Surname, Gender, ID number, Education history, Employment history, language)	To identify you on the database and keep your information file up to date	The data subject has given permission for the organisation to process their personal data for one or more processing activities.

<b>Contact information</b> (Telephone number, email address, physical address)	In order to communicate with you.	The data subject has given permission for the organisation to process their personal data for one or more processing activities.
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Natalie Sadie will keep your personal information confidential at all times, however, you agree and consent that Natalie Sadie may:

- a) Communicate with you electronically in relation with the service or product being provided (email, fax, telephone or through any other relevant or secured electronic platform)
- b) Obtain any relevant personal information, from any person or institution, necessary to comply with the agreement between you and Natalie Sadie
- c) Obtain credit information from any person or institution where necessary
- d) Verify the information provided herein and to contact other third party for purposes of the same
- e) Disclose personal information to regulatory or government agencies in accordance with the relevant legislation or directive
- f) Use personal information to market new or other products of the company which may be suitable or relevant to you

### Individuals screened for COVID 19

The following needs to be explained verbally to anyone who needs to complete documentation with personal information for COVID 19 Screening. It may also be documented on the document to be completed:

The personal information collected is necessary to comply with the COVID 19 screening as required by the Disaster management Act and supplementary regulations and directives. This information will be kept confidential unless disclosure is required by law. E.g. should a positive case be identified. This information will be stored for a period of two months and thereafter be destroyed. If you do not provide the information as required, we can limit or refuse you access to the premises.

### Consent

Where the legal basis for us processing your personal information is consent as above, it will be included in the contract or agreement concluded with you. This consent may be withdrawn at any time, however this withdrawal of consent will not make processing we undertook before your withdrawal unlawful. You will not suffer any detriment for withdrawing your consent.

You may withdraw your consent by contacting our information officer, whose details are provided at the beginning of the privacy policy.

Where the legal basis for processing is for the proper performance of the contract, and you fail to provide us with the information or request us to stop processing this information, it may create limitations on our performance of the contract or agreement.

## Sharing information

No information will be shared with a third party, except if necessary and with prior consent.

## Retention

Natalie Sadie is required to comply with various different legislative retention periods, which leads to different retention requirements. As such we have opted for the longest retention period required from us for legal purposes and apply this to all our data. Your personal information will be kept for a period of [indicate period] in order for us to comply with all legal requirements.

## Your legal rights

You have the following rights under the Protection of Personal Information Act:

- a) Request access to your personal information
- b) Request a correction or deletion of personal information
- c) Object to the processing of personal information
- d) Lodge a complaint to the Information Regulator

If you want to exercise any of the rights described above, or are dissatisfied with the way we have used your personal information, please contact the information officer.

## Changes to this policy

This policy may change from time to time. The latest effective date will be highlighted at the start of the privacy policy.