

PRIVACY POLICY

THE PROTECTION OF PERSONAL INFORMATION ACT

CLIENT PRIVACY NOTICE

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act (“**POPIA**”).

At **Carlamani Conferences and Events**, Registration Number 2006/018103/07 we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.



Carlamani Conferences and Events
Registration Number 2006/018103/07

The Information we collect

We collect and process your personal information mainly to deliver services related to conference and events, to you. For this purpose we may collect contact details, website addresses, video material, marketing material and access to social media pages.

We collect information directly from you where you provide us with your personal details and consent. Where possible, we will inform you what information you are required to provide to us and what information is optional. We will also inform you for how long we will store your data. Normally it is only for the duration of the planning, hosting and finalisation of the specific congress/event registered for.

You will also have the option to opt-in/opt-out (or unsubscribe) on any communication whereby you give/withdraw consent to your personal detail.

How we use your information

We'll only disclose your personal information to the client body of each conference/event we organise. We'll request permission to share your information with any third parties if this is required for the purposes of the event, e.g. stand builders, shuttle service, who may be contracted to deliver services to us, with your consent. We do have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights

Information Security:

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure. We will on a regular basis update the information.

Our security policies and procedures cover:

- Computer and network security;
- Access and disposal of information;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents;

Third parties:

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that you are contacted for consent to sharing your information with any supplier as mentioned above if necessary and that they agree to treat your information with the same level of protection as we are obliged to.

Your rights: Access information:

You have the right to request a copy of the personal information we hold about you. To do this, please send an email to popi@carlamani.com and specify what information you require. We will need a copy of your ID document to confirm your identity before providing details of your personal information, which can be sent to our email address on the website.

Please note that any such access request may be subject to a payment of a legally allowable fee for administrative duties.

Correction of information:

According to the Act “personal information” means information relating to an identifiable, living, natural persona and where it is applicable, an identifiable, existing juristic person. Further to the POPI Act, **Carlamani Conferences and Events** also includes the following personal information:

- All addresses including residential, postal and email addresses and contact numbers.

How to contact us:

If you have any queries about this notice; you need further information about your privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on our website <https://www.carlamani.com>

The Information Officer for Carlamani Conferences and Events is Carla de Jager and her details is listed on our website <https://www.carlamani.com>.

You can also send an email to popi@carlamani.com