



Privacy Policy

Protection of your personal data is important to us. In this Privacy Statement we explain how we collect and use your personal data.

1. Why do we process your personal data?

If you submit your personal data to us, we may process it for the purposes described below.

1.1 To respond to your queries or communicate with you

We process your personal data when you contact us via our online contact forms.

We process your name, title, (business) contact details (including your email address, telephone number, name of your company) and any other information that you provide to us in the open field entry of the contact form.

We process this information based on your consent, which can be withdrawn by you at any time.

1.2 For the development and improvement of products and services

We process aggregated personal data for various manufacturing business-related purposes, such as developing new products and services, enhancing, improving or modifying our websites, apps and other digital channels, identifying usage trends, determining the effectiveness of our promotional campaigns and operating and expanding our business activities.

When possible, we use aggregated data. Sometimes we process personal data such as your name, your email address, your IP address, gender, place of residence, digits of your zip code and any other information mentioned in this Statement or otherwise provided to us by you.

We process this information for our legitimate business purposes.

1.3 For the technical and functional management of the Website

When you use our services, we may collect certain information automatically from your device. We process your personal data to help you find information in a quick and easy way and to improve access to and functionality of this website.

The information we collect automatically may include information like your IP address, device type, unique device identification numbers, browser-type, broad geographic location (e.g., country or city-level location), and other technical information. We may also collect information about how your device has interacted with our service, including webpages accessed and links clicked.

Collecting this information enables us to better understand the users of our services, where they come from, and what content is of interest to them. We use this information for our internal analytics purposes and to improve the quality and relevance of our services, for product and service improvement, and the development of new features and functionality.

We process this information for our legitimate business purposes, i.e. to better understand how our customers interact with our websites.



1.4 When you create an account with us, to administer the account

Upon your request, we can create a personal account for you to make the purchasing process easier for you.

We may process your name, a valid email address and any other information requested. We also process your display name, your role and your login data.

We process this information based on your consent.

1.5 Compliance with laws and legal obligations and protection of Neat Cabinet Systems assets and interests

We will process your personal data as appropriate or necessary (a) under applicable law, including laws outside your country of residence and including e.g. counterparty due diligence, money laundering, financing of terrorism and other crimes; (b) to comply with legal obligations; (c) to respond to requests from public and government authorities including public and government authorities in or outside your country of residence; (d) to enforce our terms and conditions, other applicable policies and any other agreements entered into between you and us and other applicable policies; (e) to protect our operations; (f) to protect our rights, privacy, safety or property, and/or that of yours or others; and (g) to allow us to pursue available remedies or limit the damages that we may sustain.

If so required, we may process your name, your contact information, your correspondence with Neat Cabinet Systems, your use of any of our products and/or services and any other information mentioned in this Statement or otherwise provided to us by you, if such is required for one of the purposes mentioned in the previous paragraph.

We may process this information for our legitimate business purposes.

2. With whom do we share your personal data?

We may disclose your personal data to:

- our group companies, and third-party service providers who provide data processing services to us (for example, to support the delivery of, provide functionality on, or help to enhance the security of our services), professional advisers (such as banks, insurance companies, auditors, lawyers, accountants or other professional advisors), and other parties or who otherwise process personal data for purposes that are described in this Privacy Statement or notified to you when we collect your personal data. To ensure that your personal data is treated with a high level of protection, Neat Cabinet Systems has implemented rules, which ensure that every Neat Cabinet Systems legal entity applies the same level of protection to personal data. We have also agreed technical, organizational and contractual measures (data processing agreements) with third party suppliers to ensure that your personal data is exclusively processed for the purposes mentioned above and to ensure that the data is well secured;
- any competent law enforcement body, regulatory, government agency, court, or other third party where we believe disclosure is necessary: (i) as a matter of applicable law or regulation; (ii) to exercise, establish or defend our legal rights; or (iii) to protect your vital interests or those of any other person;



- an actual or potential buyer (and its agents and advisers) in connection with any actual or proposed purchase, merger, or acquisition of any part of our business, provided that we inform the buyer it must use your personal data only for the purposes disclosed in this Privacy Statement; and
- other persons if you have consented to, or instructed us our suppliers to make, the disclosure.

3. Where do we store your personal data?

Your personal data may be transferred to, and processed in the country in which you are resident. Our servers are South African based servers and protected by Cyberoam NG Firewalls. We will always take steps to ensure that your information is used by third parties in accordance with this policy and that we comply with applicable legal requirements to ensure adequate protection for your information. We will ensure that if your data is transferred to any third party, it will continue to receive adequate protection, through Neat Cabinet Systems own Privacy Rules for Customer, Supplier and Business Partner Data or through contractual arrangements with third parties.

We may also transfer or disclose your personal data to our third-party suppliers, professional advisers, and to such other persons as we consider necessary for the administration of the services and our business.

4. How do we secure your personal data?

We use appropriate technical and organizational measures to protect the personal information about you that we collect and process. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal data.

We have implemented a security policy that guards against unauthorized access. Data on our secure pages is encrypted using SSL technology. Your browser may indicate (and you should check) that the page is secure. It may be able to configure your browser to give a warning message when you first access any secure page on the site.

All your data will be encrypted at all times whilst in transit over the Internet. SSL is special software that automatically encrypts any data sent by you on our secure pages. Our server then reads the data using a private key. This means that your data, be it debit or credit card information or any other personal details, is turned into code that can only be decoded with the private key or password. All parts of the services that require you to enter personal data are secure.

The transmission of information via the internet is not completely secure. Although we will do what we reasonably can to protect your personal data, we cannot guarantee the security of any personal data that you disclose online. You accept the inherent security implications of using the internet and we will not be responsible for any breach of security unless we have been in breach of applicable laws, and then only to the limits set out in any relevant terms and conditions.

5. How long do we retain personal data?

We retain personal data that we collect from you where we have an ongoing legitimate need to do so (for example, to provide you with a service you have requested or to comply with any retention period required by applicable legal, tax, or accounting requirements).



When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it or, if this is not possible (for example, because your personal data has been stored in backup archives), then we will securely store your personal data and isolate it from any further processing until deletion is possible.

6. What requests can you make in relation to your personal data?

You have the following rights in relation to your personal data:

You have the right to access, correct, or update, your personal data. In addition, you can object to processing of your personal data, ask us to restrict processing of your personal data or request portability of your personal data. You can exercise these rights by contacting us using the contact details provided below.

Similarly, if we have collected and process your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal data conducted in reliance on lawful processing grounds other than consent.

Whilst we would prefer you to come to us first with any complaints, you have the right to complain to a data protection authority about our collection and use of your personal data. For more information, please contact your local data protection authority.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

7. How to contact us

If you have any questions or concerns about our use of your personal data, please contact us using the following details:

Email: accounts@pressdynamik.co.za

Mail: Corporate Privacy Officer

Contact Number: 011 065 6500

Physical Address: 3 – 5 Monza Close, Kyalami Business Park, Midrand