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www.novacokids.com

Protection of Personal Information Act, Act 4 of 2013 (POPI) Disclaimer:

Welcome to the website of Nova Co.

Nova Co respects the privacy of everyone who visits this website and requests that you read this Protection of Personal Information (POPI) disclaimer to understand our approach towards the use of your personal information. By using this website, you acknowledge that you have read and accept the following Protection of Personal Information (POPI) disclaimer; you understand and agree that all information provided, whether personal or otherwise, may be used and processed by Nova Co; and such use may include placing such information in the public domain. This notice explains how we obtain, use, and disclose your personal information, as is required by the Protection of Personal Information Act, Act 4 of 2013 (POPI Act).

At Nova Co we are committed to protecting your privacy to ensure that your personal information is collected and used properly and lawfully. Nova Co shall take all reasonable measures to protect personal information and for the purpose of this disclaimer “personal information” and “special personal information” shall be defined as detailed in the **Promotion of Access to Information Act**, Act 2 of 2000 (“PAIA”) and the **Protection of Personal Information Act**, Act 4 of 2013 (“POPI”).

Although we take the precautions in protecting your personal information, we shall however not be liable for any loss or damage, howsoever arising, suffered because of the disclosure of such information if outside our reasonable control.

Definition of Personal Information:

As per the POPI Act, personal information refers to information that identifies or relates specifically to you as a person or data subject for example, your name, age, gender, identity number and your email address.

The PAIA and POPI Acts are available online at www.gov.za/documents/acts.

If you do not agree with these terms, you may choose not to use our website.

The Collection of Personal Information:

Nova Co may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include but is not limited to email addresses; first and last names; phone number; address; social media handles; province; postal code; city/town; and usage data.



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Nova Co may collect your personal information to allow us to provide you with access to our services. The type of personal information collected depends on the purpose it is collected and used. Nova Co may use your personal information for the purposes for which it is collected, or if by agreement with you. Personal information may be collected for:

- For the provision and maintaining of our service: this includes for the monitoring of the extent to which our services are being used.
- To manage our account: this includes the management of your registration as a Nova Co member. The personal information you provide can give you access to different functionalities as a registered member.
- To contact you: to contact you by email, telephone calls, SMS, or other equivalent forms of electronic communication, regarding updates, conference or informative communications related to the functionalities, products, or contracted services.
- To provide you with news, special offers and general information about services and events which we offer you, if you have not opted out of receiving such information.
- For other purposes: we may use your information for other purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our service, events, conferences, marketing, and to ascertain your experience.

Retention of your Personal Information:

Nova Co is 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 ensure that your personal information is secure. We will not disclose any information when and if we contract with third parties, unless required for Nova Co activities and in this case we will impose appropriate security, privacy, and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure. Nova Co will retain your personal information only for as long as is necessary. Additionally, Nova Co will retain and use your personal information to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies. Nova Co may also retain usage data for



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purposes of internal analysis when and if necessary. Usage Data is generally retained for a shorter period, except when this data is used to strengthen the security or to improve the functionality of our service or Nova Co is legally obligated to retain this data for longer time periods.

Sharing or Disclosing of Personal Information:

Any personal information supplied to Nova Co or collected by Nova Co will be treated as confidential and Nova Co will not disclose your personal information unless legally permitted to. No personal information will be transferred to a third party without the explicit consent unless legally obliged to. By providing the personal information, you agree that Nova Co may transfer the personal information to the following people and/or organisations in pursuit of the data processing purposes:

- To Nova Co directors, employees, contractors, agents, auditors, legal and other professional advisors who are authorised to process your personal information.
- To financial and government organisations who may request your personal information from Nova Co; the provision of such personal information includes banks, auditors, governmental, judicial, regulatory and law enforcement bodies, the South African Revenue services, and the National Credit Regulator.
- To persons employed by Nova Co to provide services on our behalf and that adhere to principles like Nova Co regarding the treatment of personal information.
- To any person to whom Nova Co cede, delegate, transfer or assign any of our rights or obligations pertaining to services provided to the person or contracts concluded with the person.
- To users because when you share personal information or otherwise interact in the public areas with other users, such information may be viewed by all users and may be publicly distributed outside.

Children's Privacy:

Nova Co does not knowingly collect personally identifiable information from anyone under the age of 15. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us.



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If we become aware that we have collected personal information from anyone under the age of 15 without verification of parental consent, we take steps to remove that information.

Links to other websites:

Our website may contain links to other websites that are not operated by Nova Co. If you click on a third-party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy and POPI disclaimer of every site you visit. We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

Contact us:

If you have any questions about this POPI disclaimer, you can email: nisi@novacokids.com

Reference:

1. Protection of Personal Information Act 4 of 2013.