

Introduction:

The below is an explanatory document of the Privacy Policies upheld by Wingrove Valley.

Who we are:

We are a wedding venue that specialise in catering to farm weddings, in a relax environment.

The type of personal information we collect:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How we collect the personal information and what we use is for:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Obtain our packages and venue information.
- To draft a contract to secure your wedding venue booking with us.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Various wedding related platforms, that you have requested quotes from.

We use the information that you have given us in order to:

- Provide you with applicable packages to your needs.
- Draft a contract for your booking with Wingrove Valley.

We may share this information with:

- Tamleigh Catering, who we work in partnership with.

When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consist out of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent;
 - The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
 - The processing complies with an **obligation** imposed by law on the business;
 - The processing protects a **legitimate** interest of the data subject;
 - The processing is necessary for the proper performance of a **public law** duty by the business;
- Or
- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

How we store your personal information:

Your information is securely stored: In a locked filing cabinet, in a locked office. As well as on a laptop that is password protected. A backup is also kept on a google drive, which is password protected.

We keep your information for 7 years. We will then dispose your information by deleting electronic copies and shredding physical copies.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to Wingrove Valley - admin@wingrovevalley.co.za. We may charge you a fee for this service.
- You may also request Wingrove Valley to correct or supplement any of your personal data which Wingrove Valley will undertake as soon as practicable.
- Request the destruction of your personal data. Wingrove Valley will consider your request in light of any other laws or regulations prohibiting Wingrove Valley from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at admin@wingrovevalley.co.za if you wish to make a request.

Contact details:

Name: Tamlin Goodall

Address: 6 Bisley Road, Bisley Valley, Pietermaritzburg.

Phone Number: 071 610 8750

E-mail: admin@wingrovevalley.co.za

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at admin@wingrovevalley.co.za.

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)

Complaints email: complaints.IR@justice.gov.za