

Document Title:	Privacy Policy
Document Version:	Version 01
Date of Issue:	24 March 2025
Document Owner:	Jurgen du Plessis
Pages:	1 - 5

Index

1. **Company Introduction (Pg. 2)**
2. **Information we Collect (Pg. 3)**
3. **Purpose of Collection (Pg. 3 - 4)**
4. **Legal Basis for Processing (Pg. 4)**
5. **Protection and Storage of Information (Pg. 4)**
6. **Disclosure of Information (Pg. 4)**
7. **Your Rights under POPIA (Pg. 5)**
8. **Cookies and Tracking (Pg. 5)**
9. **Direct Marketing (Pg. 5)**
10. **Links to Third-party Sites (Pg. 5)**
11. **Changes to this Policy (Pg. 5)**

1. Company Introduction

Company Name:	JDP Consulting (Pty) Ltd.
Company Registration Number:	2025/079758/07
Director / Information Officer:	Mr. J.J. Du Plessis
Physical / Postal Address:	44 Keeromberg Street, Krugersdorp, South Africa, 1739
Telephone:	+27 82 826 1833
Email:	info@jdpconsult.com
Website:	www.jdpconsult.com

Nature of Business:	The Company provides training, coaching, and personality profiling services to individuals and companies. These services may include online and face-to-face interactions and involve the collection, processing, and storage of personal and/or confidential information.
----------------------------	--

- 1.1 This Privacy Policy outlines how JDP Consulting (Pty) Ltd. collects, uses, stores, and protects the personal information of clients, learners, and other individuals in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA), and other relevant South African data protection laws.
- 1.2 By accessing our website, engaging our training, coaching, or profiling services, or interacting with us via email, social media (LinkedIn, Facebook), or other means, you agree to the terms of this Privacy Policy.

2. **Information we Collect**

We collect the following categories of personal and company information:

2.1 **Personal Information:**

- Full name
- Contact details (email, phone number, address)
- Identity or passport number
- Employment details
- Learning and assessment records
- Personality profile results

2.2 **Company Information:**

- Company name and registration number
- Contact details of representatives
- Training and assessment needs

2.3 **Technical Information (via website or platforms):**

- IP address
- Device type
- Browser information
- Cookies and usage data

3. **Purpose of Collection**

We collect personal and company information for the following purposes:

- To deliver training, coaching, and personality profiling services
- To enrol individuals in learning programmes
- To assess and certify learners

-
- To issue invoices and maintain financial records
 - To communicate with clients and learners
 - To comply with legal obligations (e.g., SAQA/SETA accreditation requirements)
 - For marketing purposes with consent

4. Legal Basis for Processing

We process your information based on the following legal grounds:

- Consent (where you have given clear permission)
- Contractual necessity
- Compliance with legal and regulatory obligations
- Legitimate interests (e.g., improving services, ensuring security)

5. Protection and Storage of Information

We store personal and company information in both physical and digital formats, using secure systems. Safeguards include:

- Password-protected and encrypted files
- Secure cloud storage solutions
- Locked filing cabinets for physical records
- Access control protocols

We retain records only as long as necessary for lawful purposes or as required by law.

6. Disclosure of Information

We do not sell or share your personal information except as follows:

- To SETAs or SAQA for accreditation or certification
- To third-party service providers who assist us under confidentiality agreements
- If required by law or regulation
- With your explicit consent

7. Your Rights under POPIA

You have the right to:

- Request access to your personal information
- Request correction or deletion of inaccurate or outdated information
- Object to the processing of your data
- Withdraw consent at any time
- Lodge a complaint with the Information Regulator

8. Cookies and Tracking

Our website may use cookies and similar technologies to enhance user experience and track site usage. You can manage cookie settings in your browser.

9. Direct Marketing

We may send marketing communications via email or social media with your consent. You may opt out at any time by following the unsubscribe link or contacting us directly.

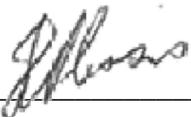
10. Links to Third-party Sites

Our website and pages may link to external websites. We are not responsible for the privacy practices of those sites.

11. Changes to this Policy

We may update this policy from time to time. The latest version will always be available on our website.

SIGNED ON BEHALF OF JDP CONSULTING (PTY) LTD.

Signature:  _____

Name: J.J Du Plessis

Date: 24 March 2025