

The Compliance Studio

Intentionally Curated Compliance

Unit 15 Silveroaks
77 Hawthorne Avenue
Sunridge Park
Gqeberha
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+27 84 549 0162

+27 74 423 6060

Privacy Policy – The Compliance Studio (TCS)

Last Updated: 5 May 2026

1. Introduction

- 1.1. The Compliance Studio (“TCS”, “we”, “us”, or “our”) is committed to protecting your privacy and ensuring that your personal information is collected and processed lawfully, transparently, and securely.
- 1.2. This Privacy Policy explains how we collect, use, store, and protect your personal information in accordance with the Protection of Personal Information Act 4 of 2013 (“POPIA”).

2. Personal Information We Collect

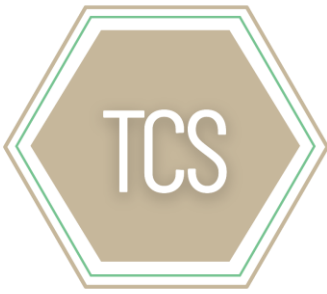
- 2.1. We collect only the personal information necessary to operate our business and provide our services. This may include:
 - 2.1.1. Name and surname
 - 2.1.2. Company name
 - 2.1.3. Contact details
 - 2.1.4. Any information you provide via our website contact form or direct communications
- 2.2. We also collect limited technical data through Google Analytics, such as:
 - 2.2.1. Browser type
 - 2.2.2. Pages visited
 - 2.2.3. Time spent on our website
- 2.3. This data is generally aggregated and does not identify you personally.

3. How We Collect Information

- 3.1. We collect personal information:
 - 3.1.1. Directly from you when you complete forms on our website
 - 3.1.2. When you contact us via email or other communication channels
 - 3.1.3. Automatically through cookies and analytics tools

2018/458197/07

Managing Director – C. Marinus



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4. Purpose of Processing Personal Information

- 4.1. We process your personal information to:
 - 4.1.1. Respond to enquiries and communicate with you
 - 4.1.2. Provide our services
 - 4.1.3. Improve our website and user experience
 - 4.1.4. Maintain internal records and administrative functions
- 4.2. We do not sell or rent your personal information to third parties.

5. Legal Basis for Processing

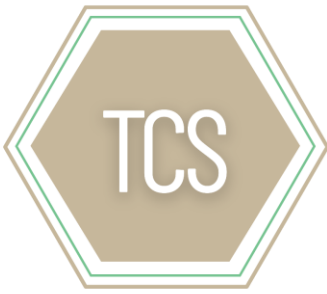
- 5.1. We process personal information in terms of POPIA on the following grounds:
 - 5.1.1. Your consent
 - 5.1.2. The conclusion or performance of a contract
 - 5.1.3. Our legitimate business interests
 - 5.1.4. Compliance with legal obligations

6. Sharing of Personal Information

- 6.1. We may share your personal information with trusted third-party service providers who assist us in operating our business and delivering our services. These may include:
 - 6.1.1. Cloud storage and productivity service providers, including Microsoft Corporation (via Microsoft 365 and OneDrive)
 - 6.1.2. Website analytics providers, such as Google Analytics
- 6.2. These service providers act as operators and are required to maintain appropriate security safeguards and to process personal information only in accordance with our instructions and applicable data protection laws.
- 6.3. We do not sell or rent your personal information to third parties.

7. International Transfers

- 7.1. Some of our service providers may store or process personal information outside of South Africa.
- 7.2. Where personal information is transferred internationally, TCS ensures that:



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7.2.1. The recipient is subject to laws, binding corporate rules, or agreements that provide an adequate level of protection; or

7.2.2. Other lawful transfer mechanisms recognised under POPIA are in place

8. Data Security

8.1. TCS implements appropriate, reasonable technical and organisational measures to safeguard personal information against loss, unauthorised access, misuse, or disclosure.

8.2. These measures include:

8.2.1. Secure cloud storage using Microsoft 365 (including OneDrive)

8.2.2. Access control and authentication measures

8.2.3. Ongoing monitoring of systems for potential vulnerabilities

9. Data Retention

9.1. We retain personal information only for as long as necessary to fulfil the purposes for which it was collected, unless a longer retention period is required or permitted by law.

10. Your Rights

10.1. In terms of POPIA, you have the right to:

10.1.1. Access your personal information

10.1.2. Request correction or deletion

10.1.3. Object to processing

10.1.4. Withdraw consent where processing is based on consent

10.2. To exercise any of the rights in Clause 10.1, please contact us at: andrea@compliance-studio.co.za

10.3. You also have the right to lodge a complaint with the Information Regulator.

11. Information Officer

11.1. TCS has appointed an Information Officer in accordance with POPIA.

11.2. The Information Officer is responsible for:

11.2.1. Ensuring compliance with applicable data protection laws

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11.2.2. Handling requests relating to personal information

11.2.3. Addressing any privacy-related concerns or complaints

11.3. Information Officer Details:

11.3.1. Name: Christi Marinus

11.3.2. Email: christi@compliance-stuido.co.za

11.3.3. Contact Number: +27 84 549 0162

12. Cookies

12.1. Our website uses limited cookies to enhance user experience and analyse website traffic.

12.2. For more information, please refer to our Cookies Policy.

13. Updates to This Policy

13.1. We may update this Privacy Policy from time to time. Any changes will be published on this page with an updated revision date.

14. Contact Us

14.1. If you have any questions about this Privacy Policy or how we process your personal information, please contact:

14.1.1. The Compliance Studio (TCS): andrea@compliance-studio.co.za.