



Siyazama

Professional Management Services (Pty) Ltd
VAT No. 4410272175
Reg. No. 2010/019934/07

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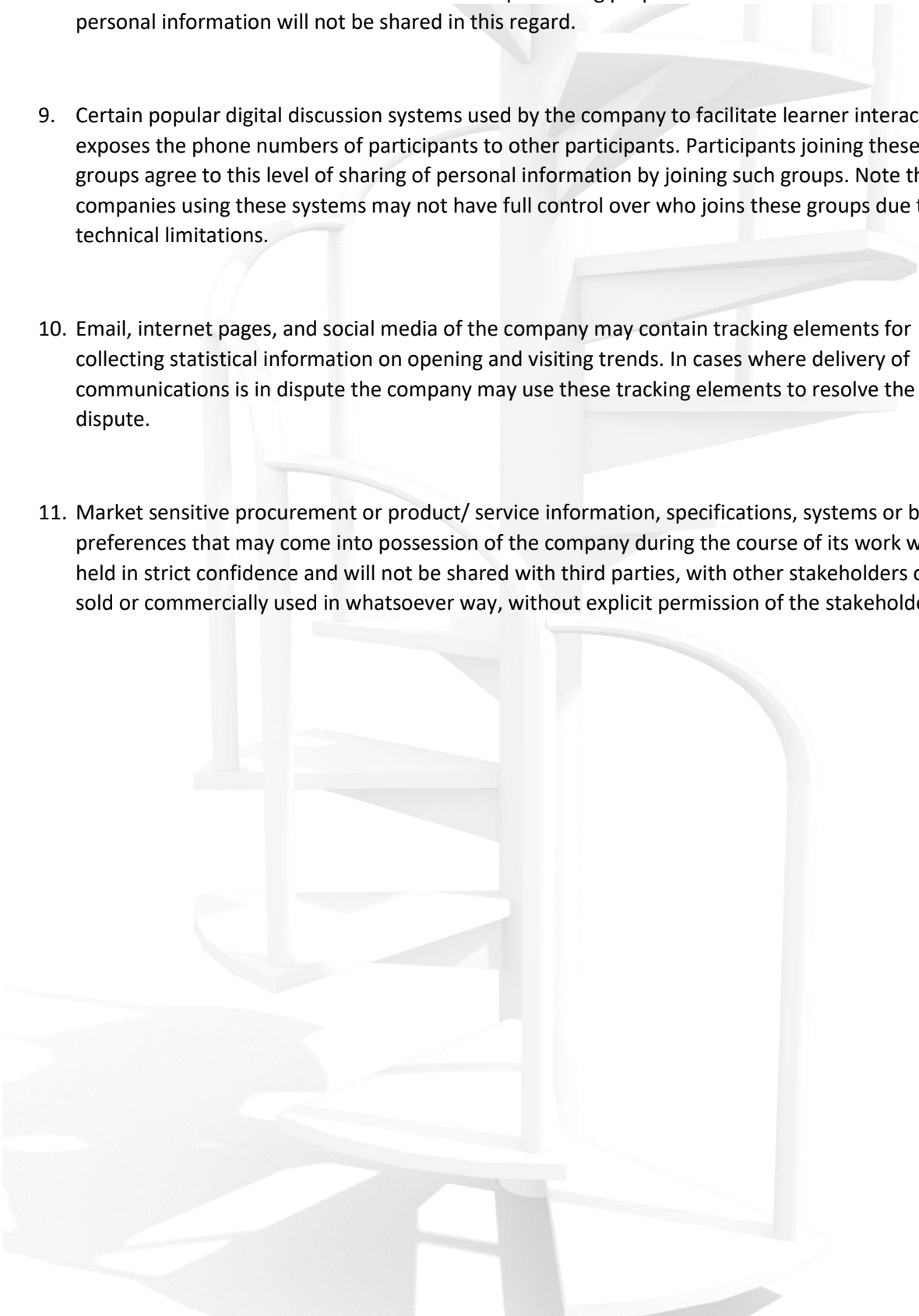
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Privacy Policy & Access to Information

1. The internal systems and staff practices applied by our company and its stakeholders to protect personal information entrusted to us are stringent, discreet, and well developed. This document outlines common practices by our company in this regard, which may in some respects be unique to the company's ecosystem.
2. It is a legal requirement for companies to maintain records of their staff, clients, and learners present and past. These records will typically include names, ID numbers, address details, and phone numbers to facilitate communications and operations between a company and its stakeholders.
3. Personal details of staff, clients, and learners held on the server e.g. employment contracts, policies and procedures, registration forms, learner database, attendance registers etc. will be used for operations within the scope and mandate of the company and for no other purpose.
4. The names of stakeholders, present and past, and their representatives are legally in the public domain and may be shared on the website of the company, or may be used in communications with third parties, statutory bodies or for marketing purposes.
5. Address, phone, and demographical information associated with members are held in strict confidence by our company, using suitable systems and agreements to protect such data, and are not shared with or sold to third parties or to other members or office bearers, unless required by order of a court, or other legal warrant.
6. Certain classes of staff, clients, and learners with commercial interests in the public or private sharing of their names and contact details for marketing purposes, will be accommodated by sharing of such information on websites or other public platforms of the company.
7. Training material, such as manuals, video recordings, and slides relating to training events by facilitators may be published to digital platforms of the related company unless the company receives instruction to the contrary.

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8. The names of learners attending training events are recorded and may be disclosed digitally or otherwise to verification bodies for certificate processing purposes. Contact details or other personal information will not be shared in this regard.
 9. Certain popular digital discussion systems used by the company to facilitate learner interaction, exposes the phone numbers of participants to other participants. Participants joining these groups agree to this level of sharing of personal information by joining such groups. Note that companies using these systems may not have full control over who joins these groups due to technical limitations.
 10. Email, internet pages, and social media of the company may contain tracking elements for collecting statistical information on opening and visiting trends. In cases where delivery of communications is in dispute the company may use these tracking elements to resolve the dispute.
 11. Market sensitive procurement or product/ service information, specifications, systems or buyer preferences that may come into possession of the company during the course of its work will be held in strict confidence and will not be shared with third parties, with other stakeholders or sold or commercially used in whatsoever way, without explicit permission of the stakeholder.

"EMPOWERING PEOPLE TO NEW HEIGHTS"

Board of Directors: Miss E.Furlan; Mrs M. Francois Robinson; Miss R. Buonomano; Miss C. Lunga; Mrs M. Du Plessis; Mr D. Pokorny