

Privacy Notice

1. Introduction

We respect your privacy and are committed to protecting your personal information in accordance with the Protection of Personal Information Act (POPIA) of South Africa. This notice explains how we collect, use, and secure your data when you contact us or use our photography, corporate branding, and framed print services.

2. Information We Collect

When you reach out to us via our website, email, or telephone, we may collect the following information to process your inquiry or fulfil your order:

- Full Name and Surname
- Email Address
- Contact Number
- Delivery Address (for framed print sales)

3. How We Use Your Information

We only use your personal details to:

- Respond to your service inquiries and bookings.
- Generate and email your quotes and invoices.
- Deliver your framed prints or branding assets.

Note: We do not use email marketing, and we will never sell or share your data with third parties for marketing purposes.

4. Third-Party Sharing (Deliveries Only)

If you require your framed prints or packages to be delivered, we share your delivery address and contact number exclusively with **The Courier Guy**. Items are booked in personally at the depot to ensure your details are handled securely. We do not share your information with any other external third parties.

5. How We Secure Your Data

We take data security seriously and protect your information through strict digital practices:

- **Digital Invoicing:** All invoices are processed through a secure, online cloud accounting system and emailed directly to you. We do not print or store any physical invoices on file.
- **Access Control:** Our email, communication logs, and accounting systems are protected by strong passwords and digital security measures.
- **Data Retention:** We only keep your contact and delivery details for as long as necessary to complete your order, fulfil tax obligations, or maintain your corporate branding archive.

6. Your Rights

Under POPIA, you have the right to ask what personal information we hold about you, request updates to incorrect details, or ask us to delete your information from our systems (where legally permissible).

7. Contact Us

If you have any questions about this privacy notice, please contact us directly via the details provided on our website.