

## STEVENSON

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## PRIVACY POLICY

Welcome to the privacy policy for Michael Stevenson Fine Art (PTY) Ltd. We respect your privacy and take the protection of personal information very seriously.

The purpose of this policy is to describe the way that we collect, store, use and protect information that can be associated with you as per the requirements of the Protection of Personal Information Act ("POPIA").

This information may include identifying information, contact information, address information, demographic information, financial information.

Our website makes use of 'cookies' which allow us to collect standard internet visitor usage information.

We may use the information you provide to us for various reasons including: for goods or services purposes, marketing purposes, business purposes and legal purposes.

We may send you administrative messages and email updates. In some cases, we may also send you promotional messages. You can choose to opt-out of these promotional messages at any time.

We may share your personal information with employees who require this information to do their jobs, with other divisions within our company or associated companies, or with service providers with whom we work so as to provide joint content and services, for transactional and customer support, and to help detect and prevent potentially illegal acts and violations of our policies.

We may disclose personal information if required by a subpoena or court order; to comply with any law or government audit; to protect the safety of any individual or the general public.

We will not sell personal information.

In the event of us working with any third parties we will ensure that they have the appropriate security processes in place to ensure your information is safe, and that they handle the information with the correct levels of confidentiality and privacy as required by law.

We always do our best to comply with applicable data protection laws. Our website is hosted in a secure server environment that uses a firewall and other advanced security measures to prevent interference or access from outside intruders; non-digital information is securely

stored and correctly disposed of; we make use of secure servers and password-protect access to information; an incident response protocol exists in the event of a breach.

We may retain your personal information in physical or electronic records at our discretion.

We will try to keep the personal information we collect as accurate and up to date as is necessary for the purposes defined in this policy. From time to time we may request you to update your personal information. You are able to review any personal information by emailing us. You may request us to correct, update, or delete the personal information you have submitted to us by contacting us by email. We will authenticate your identity before processing these requests.

We may transmit or transfer personal information outside of the country in which it was collected to a foreign country and process it in that country.

If you have any questions or concerns arising from this privacy policy or the way in which we handle personal information, please contact us at [info@stevenson.info](mailto:info@stevenson.info)