

# **FASTWAY COURIERS – PRIVACY POLICY**

## **Privacy and Protection of Personal Information**

Fastway Couriers understands that privacy is important to you, and is committed to taking all reasonable steps to protect the personal information of visitors to our website.

For the purposes hereof “personal information” shall be as defined in the Protection of Personal Information Act, No 4 of 2013.

## **What personal information does Fastway Couriers collect?**

The personal information we will collect from you generally includes your name, surname, sending address, delivery address, email address and contact numbers – these are not compulsory. We do not collect personal information that we do not need. Our website does not use persistent cookies.

## **Why does Fastway Couriers collect personal information?**

We collect this information so that:

- 1) we can respond to any enquiry we might receive from you;
- 2) we can provide information on our franchise opportunities, news, information, products and services and to conduct our business;
- 3) there is confirmation that you are aware of our conditions of carriage.

## **What does Fastway Couriers do with the personal information?**

Fastway Couriers uses it for the purposes set out in the previous paragraph.

Fastway Couriers does not sell, rent or trade your personal information to third parties.

Fastway Couriers will not disclose your personal information to a third party unless required by law.

## **Security**

Fastway Couriers takes reasonable steps to ensure the security of your personal information. The data is stored in secure servers located outside of South Africa. Our anti-virus software is frequently updated to protect our systems from computer viruses. Further, all Fastway Couriers employees are required, as a condition of employment, to treat personal information held by Fastway Couriers as confidential. However, you should be aware that the internet is not a secure environment. We cannot protect personal information before it reaches us.

## **Accuracy of information**

It is your responsibility to ensure that the information you provide is accurate and complete. If appropriate, it is also your responsibility to ensure that your personal information is kept up to date.

## **Privacy Policy**

You have the right to ask us to update or correct your personal information when it is inaccurate, incomplete or out of date. If your personal details change, or you believe the information we hold about you is incorrect, please contact us so that we can update our records. We retain your personal information only for so long as required by law.

## **Contact Details**

You have the right to seek access to your personal information handled by Fastway Couriers.

If you would like to contact us about any matter relating to privacy, our details are:

Email: [admin@fastway.co.za](mailto:admin@fastway.co.za)

Fax: (011) 234 4777

Telephone: (011) 234 9393

Postal: PO Box 663, Rivonia, 2128

Our Privacy Policy was last updated on 6 January 2017