

JOHAN TESSELAAR CONSULTING WEBSITE DOCUMENTS:

1. PRIVACY POLICY

Introduction

Johan Tesselaar Consulting ("we", "us", or "our") respects your privacy and is committed to protecting your personal information in accordance with the Protection of Personal Information Act, 2013 ("POPIA").

This Privacy Policy explains how we collect, use, disclose, and protect personal information obtained through our website and business activities.

Information We Collect

We may collect the following personal information:

- Full name
- Email address
- Telephone number
- Physical address
- Company information
- Information submitted through contact forms
- Information relating to consulting engagements
- Website usage information

How We Collect Information

Information may be collected when you:

- Contact us through our website
- Send us an email
- Request a proposal or quotation
- Engage our consulting services
- Subscribe to communications from us

Purpose of Collection

We collect personal information for the following purposes:

- Responding to enquiries
- Providing consulting services
- Managing client relationships
- Issuing quotations and invoices
- Complying with legal obligations
- Improving our services and website

Sharing of Information

We do not sell personal information.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a vertical line and a small hook at the bottom.

We may share information with:

- Professional advisors
- Service providers assisting us in operating our business
- Regulatory authorities where required by law

Security Measures

We take reasonable technical and organisational measures to protect personal information from loss, misuse, unauthorised access, disclosure, alteration, or destruction.

Retention of Information

Personal information will only be retained for as long as necessary to fulfil the purpose for which it was collected or as required by law.

Your Rights

You have the right to:

- Access your personal information
- Request correction of inaccurate information
- Request deletion of information where legally permissible
- Object to certain processing activities
- Withdraw consent where applicable

Cookies

Our website may use cookies and analytics tools to improve user experience and monitor website performance.

You may disable cookies through your browser settings.

Contact Details

For any privacy-related enquiries, please contact:

Information Officer: Dr Johan Tesselaar

Email: johantesselaarconsulting.co.za

Telephone: +27 573 7887

Changes to this Policy

We reserve the right to amend this Privacy Policy from time to time. Updated versions will be published on our website.

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2. WEBSITE TERMS OF USE

Acceptance of Terms

By accessing and using this website, you agree to be bound by these Terms of Use.

If you do not agree with these terms, please discontinue use of the website.

Website Content

The information contained on this website is provided for general informational purposes only.

While we strive to keep information accurate and up to date, we make no warranties regarding its completeness, reliability, or suitability.

Intellectual Property

All content on this website, including text, graphics, logos, branding, and materials, is the property of Johan Tesselaar Consulting unless otherwise stated.

No content may be copied, reproduced, distributed, or used without prior written consent.

Professional Information Disclaimer

The information provided on this website does not constitute professional advice.

Users should obtain professional advice specific to their circumstances before acting on any information contained on this website.

Limitation of Liability

To the fullest extent permitted by law, Johan Tesselaar Consulting shall not be liable for any direct, indirect, incidental, consequential, or special damages arising from the use of this website.

Third-Party Links

This website may contain links to third-party websites.

We are not responsible for the content, privacy practices, or availability of those websites.

Website Availability

We do not guarantee uninterrupted access to the website and reserve the right to modify or withdraw website content at any time without notice.

Governing Law

These Terms of Use shall be governed by and interpreted in accordance with the laws of the Republic of South Africa.

Contact Details

A handwritten signature in black ink, consisting of a stylized 'J' and 'T' intertwined, located at the bottom right of the page.

For any questions regarding these Terms of Use, please contact:

Johan Tesselaar Consulting

Email: johantesselaarconsulting.co.za

Telephone: +27 573 7887

Amendments

We reserve the right to amend these Terms of Use at any time. Continued use of the website constitutes acceptance of any amendments.

A handwritten signature in black ink, consisting of a large, stylized capital 'G' followed by a vertical line and a small loop at the bottom.

3. PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

1. Introduction

This Manual is prepared in terms of Section 51 of the Promotion of Access to Information Act, 2000 ("PAIA") and applies to [COMPANY NAME].

The purpose of this Manual is to facilitate requests for access to records held by the Company.

2. Company Details

- **Company Name:** Johan Tesselaar Consulting
- **Registration Number:** 2010/161104/23
- **Physical Address:** 161 Dan Kingroad Kraaifontein 7570
- **Postal Address:** PO Box 140 Capegate 7562
- **Telephone:** +27 573 7887
- **Email:** Johan@johantesselaarconsulting.co.za
- **Website:** Johan@johantesselaarconsulting.co.za

3. Information Officer

- **Name:** Dr Johan Tesselaar
- **Position:** Information Officer
- **Email:** Johan@johantesselaarconsulting.co.za
- **Telephone:** +27 573 7887

4. Guide to PAIA

The Information Regulator has made available a guide describing how to use PAIA and how to obtain access to records.

5. Records Held by the Company

Corporate Records

- Company registration records
- Governance records
- Shareholder information
- Statutory records

Financial Records

- Accounting records
- Tax records
- Banking records
- Annual financial statements

Human Resources Records

- Employment contracts
- Payroll information
- Leave records
- Personnel files



Client Records

- Service agreements
- Client correspondence
- Project documentation
- Proposals and reports

Operational Records

- Policies and procedures
- Supplier agreements
- Marketing materials

6. Request Procedure

Requests for access to records must:

- Be submitted in the prescribed form
- Provide sufficient information to identify the requested records
- Include proof of identity where required
- Be submitted to the Information Officer

Applicable fees may be payable in accordance with PAIA.

7. Grounds for Refusal

Access may be refused on grounds permitted by PAIA, including:

- Protection of personal information
- Commercial confidentiality
- Legal privilege
- Security considerations
- Other statutory grounds

8. POPIA Processing Activities

The Company processes personal information relating to:

- Clients
- Prospective clients
- Suppliers
- Service providers
- Employees

Information is processed for business administration, service delivery, legal compliance, and communication purposes.

9. Availability of Manual

This Manual is available:

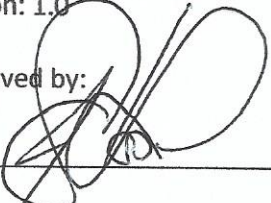


- On the Company website
- At the Company's offices
- Upon request from the Information Officer

10. Approval

Version: 1.0

Approved by:



Dr Johan Tesselaar

Information Officer

Date:

