



Consent to Collect and Process Personal Information

Dear _____ Date: _____

We are committed to protecting your privacy and ensuring the security of your personal information. In accordance with the Protection of Personal Information Act (POPIA), we are required to obtain your explicit consent before collecting, processing, or retaining any of your sensitive or private information.

1. Purpose of Data Collection: We collect and process your personal information for the following purposes:

- The purpose(s), are to assist you in managing and help you manage your digital footprint and comunicatios.

2. Types of Personal Information Collected: We may collect the following types of personal information from you:

- Name, contact details, identification numbers, passwords to email or social accounts

3. Storage and Security: Your personal information will be stored securely and will only be accessible to authorized personnel. We implement appropriate security measures to protect your data from unauthorized access, loss, or damage.

4. Retention Period: We will retain your personal information only for as long as necessary to fulfill the purpose for which it was collected or as required by law.

5. Sharing of Information: We may share your personal information with third parties solely for the purposes described above or as required by law. If applicable, we will only share your information with trusted service providers with whom we have formal contracts. These providers are committed to adhering to the Privacy Act and understand their obligations regarding data protection. They are also aware of the consequences of any potential breaches.

6. Your Rights: You have the right to:

- Access your personal information held by us.
- Request the correction of any inaccuracies in your personal information.
- Withdraw your consent at any time, which may affect our ability to provide certain services to you.

7. Contact Us: If you have any questions or concerns regarding the collection, use, or processing of your personal information, please contact us at:

- **Email:** _____
- **Phone:** _____
- **Address:** _____

Consent: By signing below, you consent to the collection, processing, and retention of your personal information as described above.

Signature: _____

Full Name: _____

Date: _____

Please return this signed consent form to us by email or in person.

Thank you for your cooperation.

Sincerely,

Petra Ahlers (Owner)

Ahlers Investments Pty Ltd T/a *ManageMyWebsite*

Office: 076 140 6000

Petra@ManageMyWebsite.co.za

