

Privacy Policy, Frans Minnaar (Management Advisor)

This privacy policy sets out how F. Minnaar uses and protects any information that you give when you use the website, subscribe for site membership or for a priced membership plan.

Please note that the policy is also applicable to websites linking from this site under the administrative control of Francois Minnaar.

Legal Entity

This privacy policy refers to the use of personal information collected by Francois Minnaar. The policy is specifically applicable to the website <https://www.fminnaar.com>, <https://fransminnaar.com>, which also grants access to the site and its contents). Frans Minnaar operates as a sole proprietor, trading as F. Minnaar from the physical address of No 3 Waldeck Street, Fichardtpark, Bloemfontein.

Purpose

This Notice explains how Francois Minnaar obtains, uses and discloses your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA").

Frans Minnaar is committed to protecting your privacy and to ensuring that your personal information is collected and used properly, lawfully and transparently.

F. Minnaar is committed to ensuring that your privacy is protected. Should I ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement, which has been compiled in terms of the requirements of the Protection of Personal Information Act, 2013.

F. Minnaar may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1 January 2024.

Personal Information I collect

Frans Minnaar collects and processes your personal information to manage the membership plans offered (and, where applicable, other services and products). For this purpose, I collect contact details including your name, e-mail address and organization. I collect information directly from you where you provide me with your personal details. Where possible, I will inform you about information you are required to provide to me as essential for rendering services to you and what information is optional.

The website may collect information using "cookies ", which allows me to collect standard internet visitor usage information.

F. Lover may collect the following information:

- Your name and surname
- Your e-mail address (critically important, because, in our business model, a client's e-mail address became his - or her "subscriber-ID)
- Job title
- Contact information such as a cell- or landline telephone number.
- Your company details
- Other information relevant to customer surveys and/or offers
- Information of a personal nature collected when users respond to blog posts, or participate in the various interactive platforms provided.

Providing your personal information is completely voluntary. It must, however, be understood that I do need, at least, your name and e-mail address to administer your membership benefits. If you provide information such as registration info, it will grant you access to benefits (such as site membership and many others; some attached to membership plans). Not providing this information will simply not be granted access to these benefits.

Note that, in terms of the requirements of the POPI Act, it is confirmed that member's personal information are stored electronically, on the website template used to administer membership-benefits, on an Excel spreadsheet (our formal membership record) and, by implications, on the electronic platforms we use to grant access to the benefits of the Plan (Zoom [or other electronic meeting-platforms] and cloud-accounts [Google Drive, Dropbox or One Note]).

Definition of personal information

According to the Act "personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing legal person.

Further to the POPI Act, COR Concepts also includes the following items as personal information:

- All addresses including residential, postal and email addresses.
- Change of name – for which we require copies of the marriage certificate or official change of name document issued by the state department.

What Frans Minnaar does with the information gathered

F. Minnaar requires personal information to administer membership accounts. Additional reasons for (or uses of) collecting personal information include:

- Internal record keeping.
- To improve our products and services.
- To enable the discussions and sharing of information on the website.
- To stimulate interactive discussions on the site.
- To inform research and future posts / resources to be posted on this site.
- To distribute promotion and marketing material.
- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorized user for security purposes;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- To conduct market or customer satisfaction research or for statistical analysis;
- For audit and record keeping purposes;
- In connection with legal proceedings.

Frans Minnaar will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal or research purposes.

Security

Frans Minnaar is committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, I have put in place suitable physical, electronic and manual procedures to safeguard and secure the information I collect online.

Frans Minnaar is legally obliged to provide adequate protection for the personal information kept and to stop unauthorized access and use of personal information. Frans Minnaar will, on an ongoing basis, continue to review security controls and related processes to ensure that your personal information remains secure.

F. Minnaar's security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable use of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When Frans Minnaar contracts third parties, he imposes appropriate security, privacy and confidentiality obligations on them to ensure that personal information that I remain responsible for, is kept secure. The only meaningful sharing of personal information takes place when F. Minnaar outsources the responsibility for facilitating events scheduled by the Forum to third parties; in which case a performance level agreement commits the service provider to protect your personal information.

Frans Minnaar will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as I am obliged to.

How Frans Minnaar uses cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with me.

The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. I use traffic log cookies to identify which pages are being used. This helps us analyze data about web page traffic and improve our website in order to tailor it to customer needs. I only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help me provide you with a better website by enabling me to monitor which pages you find useful and which you do not. F. Minnaar also needs the use of cookies to administer membership benefits.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites. If you link to Sites not administered by F. Minnaar, you should note that I do not have any control over that other website. Therefore, I cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Your Rights: Access to information

You have the right to request a copy of the personal information F. Minnaar holds about you. To do this, please contact us at the numbers/addresses as provided on our website and specify what information you require. I will need a copy of your ID document and your e-mail address to confirm your identity before providing details of your personal information.

Please note that any such access request may be subject to a payment of a legally allowable fee.

Correction of your information

You have the right to ask me to update, correct or delete your personal information. I will require a copy of your ID document to confirm your identity before making changes to personal information I may hold about you, and your e-mail address, which I use as a personal account ID. I would appreciate it if you would keep your personal information accurate.

Controlling your personal information

Personal information collected will be retained by Dr. Frans Minnaar in electronic format (including Excel) and the program[s] used to interact with clients and manage membership plans. Frans Minnaar is using encrypted versions of the website's URL. Encryption means that your personal information is protected as required in terms of South African laws.

Frans Minnaar will never share user data captured on our systems due to your participation in one or more of our websites without your written consent. No other party but Dr. Frans Minnaar or persons contracted by Dr. Minnaar to participate in delivering or managing the Governance Risk Forum will have access to your information. No personal information will be given to third parties by Dr. Frans Minnaar or parties contracted by him without their expressed written permission.

How to contact me

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on our website.

Contact: Frans Minnaar

Physical address: No 3, Waldeck Street, Fichardtpark, Bloemfonten, 9301

If you need to get in touch with Frans Minnaar, phone 083 942 4747, or send an e-mail to francois.minnaar5@gmail.com.
