

## **AYLETT & CO. PRIVACY POLICY:**

*Revised: July 2019*

Aylett & Co. (Pty) Ltd acknowledges and respects your right to privacy and is committed to keeping your information confidential.

### **Personal Information**

In general, you can visit our website without having to divulge any personal information about yourself. However, while using this website you may provide information about yourself or it may be collected by us.

You may update personal information at any time by e-mailing Aylett & Co. (Pty) Ltd. You may also view your personal information that we hold and correct it if necessary on written request to Aylett & Co. (Pty) Ltd.

Access to your personal information held by Aylett & Co. (Pty) Ltd may also be requested by yourself or third parties. The Promotion of Access to Information Act, 2 of 2000 regulates and sets out the procedure for such a request and under what circumstances such access may be refused. It was enacted to give effect to the constitutional right of access to any information held by any private or public body that is required for the exercise or protection of any rights. Certain requirements, however, have to be met for access to any information being granted.

### **Use of Personal Information**

Personal information is used as is necessary and appropriate in the normal course of business to provide the products and services you have requested. We may retain any information for purposes of investment transaction processing and administration, to monitor our site or to communicate directly with you.

### **Sharing of Personal Information**

All personal information supplied to Aylett & Co. (Pty) Ltd or collected by us is kept strictly confidential and will not be given or sold to any third parties.

Aylett & Co. (Pty) Ltd will only disclose or report personal information if and when required to do so by law or any regulatory authority, and to our employees, or agents who require such information to carry out their duties or if we believe that such action is necessary for the purposes of the legitimate interest pursued by Aylett & Co. (Pty) Ltd, to protect and defend the rights, property or safety of Aylett & Co. (Pty) Ltd, this website, visitors to this website or others.

### **Security of Personal Information**

We take all reasonable steps to protect your personal information, including the use of encryption technology. We can however not guarantee the security of any information you transmit to us electronically and you do so at your own risk.

### **Electronic Communications and Records**

By visiting this website or communicating with us by electronic means, you consent to receiving communications electronically and agree that all agreements, notices, disclosures and all other communications transmitted by electronic means satisfies any legal requirement, including but not limited to the requirement that such communication should be “in writing”.

### **Use of Cookies**

Cookies may be placed on your computer when you both visit and register on this website. A cookie is a small piece of information sent by a web server to a web browser, which enables the server to collect information back from the browser. Aylett & Co. (Pty) Ltd may use cookies to identify you when you access this website. By your use of this website you agree that Aylett & Co. (Pty) Ltd may use cookies.

### **Changes to the Privacy Policy**

Aylett & Co. (Pty) Ltd may modify or amend this privacy policy at any time and for any reason. We encourage you to periodically review this privacy statement to be informed about how we are protecting your information. Nothing contained herein creates or is intended to create a contract or agreement between Aylett & Co. (Pty) Ltd and any user visiting the website or providing identifying information of any kind.