



PRIVACY NOTICE

(This is an ever-evolving document, please see our website from time to time for the latest version)

Tailormade Group CC, a close corporation registered in South Africa and having its address at Unit 12 Waterfall Crossing, Old Pretoria Road, Halfway House, Midrand, Johannesburg (“**TMG**”, “**we**”, “**our**”).

This notice sets out the basis on which any personal information TMG collects from you, or that you provide to TMG, will be processed by TMG. Please read the following carefully to understand our practices regarding your personal information and how we will treat it.

Information we collect from third parties

We collect names, contact details, billing address, financial and tax information and key employee information from clients for the purposes of onboarding you as a client, managing your account, delivering our services to you, invoicing you, performing and enforcing the contract we have with you and complying with tax obligations such as VAT.

We collect names, contact details, financial and tax information and key employee information from suppliers and professional service providers so that we can place orders/instruct you and make payment in respect of any goods or services we receive, perform and enforce the terms of our contract and comply with tax obligations such as VAT.

We may also collect names and contact details of third parties engaging with our clients and our artists for the purposes of assisting our clients and artists in the services we provide and performing the contract we have with our clients and/or artists. We may collect this information from the third party or from our clients and/or artists directly.

Information we collect from you when you apply for a job

We process the information you provide in your curriculum vitae, in our application form and supporting documentation/information during the recruitment process purely for the purposes of assessing your suitability for the role, for contacting you to progress your application and to take up any references you have provided. The basis for the processing of this information is that a potential employment contract may be concluded, depending on the outcome of our assessment and we have a legitimate interest in finding candidates for roles that we have. In the event that you are successful, this data will form part of your employee file.

Information we collect from you when you visit our offices or complete our contact form

We collect names and contact details and CCTV footage of persons visiting our premises. We collect this information for security purposes.

If you have completed our contact form, we collect your name and email address and any other information you provide in order that we can contact you or respond to your question. We will only use the information you provide for this purpose.

Information we collect from you when you visit our website

Our website uses automatic systems of data collection, such as cookies. A cookie is a device transmitted to the hard disk of a user. Cookies do not contain intelligible information but allow linking between you and your personal information, such as your IP address and other information about your experience on the website. The information and data are gathered directly and automatically by the website. We process information collected by cookies in a collective and anonymous way in order to optimize the website for the needs and preferences of the users. Please access the information on your Internet browser if you wish to delete cookies after using the website. If you have started the procedure of deleting cookies, we can't ensure that all of our web pages will be displayed and that all of our services will be available to you.

We use Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies to help a website's operator analyse how users use the site. The non-personal information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers located around the world. Google will use this information for evaluating your use of the website, compiling reports on website activity for website operators, and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by them. You may refuse the use of cookies by selecting the appropriate settings in your web browser; however, please note that if you do this, you may not be able to use the full functionality of the website. By using the website, you consent to the processing of data about you by Google in the manner and for the purposes set forth above.

Google Analytics collects information anonymously. It reports website usage trends without identifying individual visitors. You can opt out of Google Analytics without affecting how you use the website. For more information on opting out of being tracked by Google Analytics across all websites you use, visit <https://support.google.com/analytics/answer/181881>. For more information on the Google Privacy Policy, visit <https://policies.google.com/privacy>.

Sharing your personal information

Personal information held by us is processed by appropriate members of staff for the purposes for which the information was provided. We may share your personal information within our organisation and with third parties, namely suppliers, IT support providers, event providers, clients, artists, debt collection agencies, background check providers, professional advisors such as accountants and lawyers, HR providers, investors and government bodies/regulators.

We may disclose your personal information to a prospective buyer or seller in the event that we intend merging our business or selling or purchasing assets.

While we generally store all of the personal information that we collect about you in South Africa, it is possible that your personal information will be transmitted and hosted outside your region.

We ensure that countries to which your information is being shared either have adequate laws in place or that we entered into contractual arrangements to ensure the protection of your personal information.

Your rights in relation to your information

Subject to certain limitations on certain rights, you may have the following rights in relation to your information:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. For more information on how to exercise this right, please see our Promotion of Access to Information Act (PAIA) Manual on our website.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request deletion or destruction of your personal information. This enables you to ask us to delete or destroy your personal information. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

We will endeavour to respond to any such requests as soon as is reasonably practicable. In some instances, we may be able to charge a fee for responding to your request and will advise you of this and any applicable amount prior to responding.

Where you request access to your information, we are required by law to use all reasonable measures to verify your identity before doing so. These measures are designed to protect your information and to reduce the risk of identity fraud, identity theft or general unauthorised access to your information.

You also have the right to lodge a complaint with the Information Regulator, details of which are set out below:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
P.O Box 31533
Braamfontein, Johannesburg, 2017
POPIAComplaints@inforegulator.org.za
PAIAComplaints@inforegulator.org.za

You should also be aware that in some instances, if you do not provide information or you exercise any rights regarding the deletion or restriction of your information or object to the processing of your information or withdraw consent, may not be able to engage with you or perform any contract we have with you.

Questions?

Should you have any queries regarding this privacy notice or would like to enforce any rights you may have under applicable data protection laws, please contact us at:

Information Officer**Address:** Unit 12 Waterfall Crossing

Old Pretoria Road, Halfway House

Midrand

Johannesburg

E-mail: info@tailormadegroup.co.za**Changes to our Privacy Notice**

Any changes made to this privacy notice in the future will be posted on the website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to this notice.

April 2025