



Privacy Notice:

This Privacy Notice explains how Mashbiz Consulting collects, uses, stores and protects Personal Information obtained through its website in compliance with the Protection of Personal Information Act 4 of 2013 (POPIA) and, where applicable, the Electronic Communications and Transactions Act 25 of 2002 (ECTA).

1. Responsible Party

Mashbiz Consulting is a private company (Pty) Ltd, registration number 2024/283085/07, operating from the Republic of South Africa. It is the Responsible Party as defined under POPIA in respect of Personal Information collected via this website.

Mashbiz Consulting is registered with the Information Regulator of South Africa as required under POPIA, holding Information Officer Registration Number **2026-002960**, issued and confirmed effective 28 February 2026. This registration was issued electronically by the Information Regulator, located at Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, and is verifiable via the Regulator's eServices Portal.

2. Information Officer

In accordance with Section 55 of POPIA, Mashbiz Consulting has appointed an Information Officer responsible for ensuring compliance with data protection obligations. The appointed Information Officer is:



Detail	Information
Full Name	Xolani Njabulo Mashiane
Designation	Information Officer
Appointment Date	1 July 2024
Organisation	Mashbiz Consulting (Reg. No. 2024/283085/07)
Regulator Registration No.	2026-002960

Data subjects wishing to exercise their rights under POPIA, or to raise concerns regarding the processing of their Personal Information, may contact the Information Officer at mashiane@mashbiz.co.za or info@mashbiz.co.za

3. Personal Information Collected

The website may collect the following categories of Personal Information, depending on how a visitor interacts with it:

- **Contact and enquiry details:** name, email address, telephone number, and message content submitted via the website's contact or enquiry form.
- **Technical and usage data:** IP address, browser type, device information, referring page, and website usage patterns, collected automatically via cookies and analytics tools (e.g., Google Analytics).



- **Correspondence records:** any information voluntarily provided in follow-up communications with Mashbiz Consulting arising from an initial website enquiry.

Mashbiz Consulting does not knowingly collect Personal Information from children without the consent of a competent person, as required under Section 34 of POPIA.

4. Purpose of Processing

Personal Information collected via the website is processed for the following purposes, consistent with the purpose specification and minimality principles under Sections 13 and 10 of POPIA:

- Responding to enquiries submitted through the website's contact form.
- Providing information about Mashbiz Consulting's business consulting, legal drafting, and corporate advisory services.
- Improving website performance and user experience through aggregated analytics.
- Complying with legal or regulatory obligations, where applicable.

Personal Information will not be used for a purpose materially different from that for which it was originally collected, unless the data subject consents or an exception under POPIA is applicable.

5. Lawful Basis for Processing

The processing of personal information via the website is undertaken on one or more of the following lawful grounds recognised under Section 11 of POPIA: the data subject's consent (for example, submitting an enquiry form); processing necessary to pursue the legitimate interests of Mashbiz Consulting in responding to business enquiries; and, where applicable, compliance with a legal obligation.



6. Data Sharing and Third Parties

Mashbiz Consulting does not sell or rent Personal Information to third parties. Personal Information may be shared with:

- **Service providers (Operators):** including the website's hosting provider and any developer or IT service provider engaged to maintain the website, who process Personal Information strictly on Mashbiz Consulting's instructions and are bound by written agreements consistent with Section 21 of POPIA.
- **Legal and regulatory authorities:** where disclosure is required by law, court order, or a lawful request from the Information Regulator.

Where any Operator engaged by Mashbiz Consulting is located outside South Africa, or hosts data on servers outside South Africa, such cross-border transfer will only occur where a lawful basis exists under Section 72 of POPIA.

7. Data Security

Mashbiz Consulting implements reasonable technical and organisational measures to safeguard personal information against loss, unauthorised access interference or disclosure in accordance with Section 19 of POPIA. These measures include secure form submission (SSL/HTTPS encryption), restricted access to stored enquiry data and contractual security obligations imposed on the website's hosting and development service providers.



8. Data Retention

Personal Information collected via the website is retained only for as long as necessary to fulfil the purpose for which it was collected, or as required by applicable law, after which it will be securely deleted or anonymised, consistent with Section 14 of POPIA.

9. Data Subject Rights

In accordance with Section 5 of POPIA, data subjects have the right to:

- Be notified that their Personal Information is being collected.
- Access their Personal Information held by Mashbiz Consulting.
- Request correction or deletion of inaccurate, irrelevant, excessive, or unlawfully obtained Personal Information.
- Object to the processing of their Personal Information on reasonable grounds.
- Withdraw consent previously given, where processing is based on consent.
- Lodge a complaint with the Information Regulator regarding the processing of their Personal Information.

Requests to exercise these rights should be directed to the Information Officer identified in Section 2 above.

10. Cookies and Tracking Technologies

The website may use cookies and similar tracking technologies to enhance user experience and gather anonymised analytics on website traffic. Visitors may disable cookies through their browser settings; however, doing so may affect certain website functionality.



11. Complaints to the Information Regulator

Should a data subject be dissatisfied with how Mashbiz Consulting has processed their Personal Information, they may lodge a complaint with the Information Regulator of South Africa:

- **Information Regulator (South Africa)**

Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg

P.O. Box 31533, Braamfontein, Johannesburg, 2017

Website: <https://www.inforegulator.org.za>

12. Changes to This Privacy Notice

Mashbiz Consulting may update this Privacy Notice from time to time to reflect changes in its data processing practices or applicable law. Continued use of the website following any such update constitutes acknowledgement of the revised Notice.

13. Contact Details

For any queries regarding this Privacy Notice or the processing of Personal Information, please contact:

Mashbiz Consulting

Attention: Information Officer

Email: info@mashbiz.co.za