

# Privacy and Cookie Policy

SegenSolar (Pty) Ltd is committed to protecting the personal data that you provide to us and recognise the importance of being clear about how we intend to use it.

All personal data provided by you through this website will be held by SegenSolar (Pty) Ltd. Our address is 245 Masjien St, Strijdom Park, Randburg, 2194. Our data protection registration number is: . Full details of our notified purposes can be viewed at the website of the Information Commissioner's Office [www.ico.gov.uk](http://www.ico.gov.uk)

This privacy policy relates to personal data that you provide to us through the <https://portal.segensolar.co.za/> website. There are hyperlinks contained within our website which link to other websites owned and operated by third parties. These third parties have their own privacy policies and we recommend that you consider those when using their websites. We do not accept any liability or responsibility in terms of the privacy and security practices of these third party organisations and their websites.

## Information We May Collect From You

When you receive a service from our website we may ask you for personal data and other information to allow us to provide you with the services that you require. This could include the following:

- Full name
- Email address
- Telephone number
- Details of your enquiry
- Name of your organisation
- Curriculum vitae details (for those enquiring about jobs)

The internet is not completely secure. We cannot guarantee the security of your personal data transmitted through our website or by email. Any transmission is at your own risk. Some of the information you provide to us may be considered sensitive personal data as defined under the Data Protection Act 1998. We would advise users of this website to send such information by a more secure system such as email to [info@segensolar.co.za](mailto:info@segensolar.co.za) Sensitive personal data will only be processed following your explicit consent.

## How Do We Intend To Use Your Personal Data?

To provide a service: We may contact you for reasons relating to the service you have made a request for. We would use your contact details to manage this and may retain them for marketing purposes. Please refer to the marketing section below on how we may use your personal data for marketing purposes.

If you are interested in working for us we will only use your personal data to process your application, monitor recruitment and provide statistics. Personal data about unsuccessful candidates will be retained for six months after the recruitment process is completed, at which point it will be disposed of securely.

## Will My Personal Data Be Shared With Other Organisations?

Your personal data provided by you via our website will only be used by SegenSolar (Pty) Ltd

However, we may need to pass your personal data to other organisations for example to enable us to assess your creditworthiness.

In exceptional circumstances such as dealing with fraud, credit risk, dealing with abusive online behaviour, to enforce rights, to protect property, to protect human safety, if the law requires it; or if we sell or merge any part of our business, we may pass your personal data to another person or organisation to use for their own purposes. We will not otherwise disclose your personal data to anyone outside SegenSolar (Pty) Ltd to use for their own purpose without telling you, for example, by updating this privacy statement.

## How Long Will SegenSolar (Pty) Ltd Retain My Personal Data?

We will retain your personal data for as long as is necessary for the required service to be provided to you. All retained personal data is subject to the controls of our data protection policy and will be securely disposed of when it is considered to be of no further use.

## Where Will My Personal Data Be Kept?

Once we have received your personal data we will use recognised industry standard procedures and security features to try to prevent unauthorised access.

Your personal data will be under the control of SegenSolar (Pty) Ltd. It will be held on our computer system. Parts of our computer system, including our website and email are provided by our UK suppliers of computer systems, and are provided for SegenSolar (Pty) Ltd sole use. When we print your personal data this will be in the possession and control of our employees at all times and will be securely disposed of when it is considered to be of no further use.

## Marketing

We would like to contact our clients for marketing purposes and to promote new products and services to you. This may be by post, telephone, fax or email. If you do not wish to receive direct marketing from us please contact us with your request.

## Cookies

Cookies are text files placed by our website onto your computer. They collect standard internet log and visitor behaviour information. SegenSolar (Pty) Ltd website uses session cookies which are temporary cookies that remain in the cookie file of your browser until you leave the site. Cookies enable us to improve our website by enabling us to monitor which pages you find useful and which you do not. We also use cookies for the purpose of operating a shopping basket and managing online payment.

You can set your browser so it does not accept cookies. For further information please visit the websites [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

These are the cookies we use and their purpose:

Cookie Name	Purpose
__utma	This cookie is used to monitor the number of times a visitor has been to the site related to the cookie, when they first visited the site, and when they were last on the site. Google Analytics uses the information from this cookie to calculate things like Days and Visits to purchase.
__utmb	This cookie is used to establish and continue a user session with your site. When a user views a page on your site, the Google Analytics code attempts to update this cookie. If it does not find the cookie, a new one is written and a new session is established. Each time a user visits a different page on your site, this cookie is updated to expire in 30 minutes, thus continuing a single session for as long as user activity continues within 30-minute intervals. This cookie expires when a user pauses on a page on your site for longer than 30 minutes.
__utmc	This cookie operated in conjunction with the __utmb cookie to determine whether or not to establish a new session for the user. This cookie will continue to be written and will expire when the user exits the browser.
__utmz	This cookie stores the type of referral used by the visitor to reach your site, whether via a direct method, a referring link, a website search, or a campaign such as an ad or an email link. It is used to calculate search engine traffic, ad campaigns and page navigation within your own site. The cookie is updated with each page view to your site.
theUname	If the "Remember Me" checkbox in Login Page is checked then this cookie stores the Username of the logged in user.
thePass	If the "Remember Me" checkbox in Login Page is checked then this cookie stores the Password of the logged in user.

## Web-Forms

The internet is not completely secure. We cannot guarantee the security of your personal data transmitted through our website by using our web-forms. Any transmission is at your own risk. Some of the information you provide to us may be considered sensitive personal data as defined under the Data Protection Act 1998. We would advise users of this web-form to send such information by a more secure system such as direct email to [info@segensolar.co.za](mailto:info@segensolar.co.za)

## Your Rights

You have rights under the Data Protection Act which you can exercise at any time by writing to the Data Controller at the address above. Exercising your rights may make it difficult or impossible for us to provide you with services.  
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