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**PRIVACY STATEMENT**

**Updated 7th June 2016**

Your privacy is important to Shutter Masters (Pty) Ltd (hereafter known as ‘Shutter Masters’). This privacy statement provides information about the personal information that Shutter Masters collects, and the ways in which Shutter Masters uses that personal information.

**Personal information collection**

Shutter Masters may collect and use the following kinds of personal information:

* information about your use of this website (including statistics regarding your web browser, which pages you visit and how long for);
* information that you provide using for the purpose of subscribing to the website services (including your name and email address);
* information that you provide for the purpose of requesting a call-back or more information about our services
* information you provide in terms of a reference or testimonial
* any other information you provide to Shutter Masters in person, by telephone, email or fax.

**Using personal information**

Shutter Masters may use your personal information to:

* administer this website;
* enable your access to and use of the website services;]
* send to you products that you purchase
* supply to you services that you purchase;
* send to you statements and invoices;
* collect payments from you; and
* send you marketing communications.

Where Shutter Masters discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, Shutter Masters may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

**Securing your data**

Shutter Masters will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Shutter Masters will store all the personal information you provide on its secure servers.

**Cross-border data transfers**

Information that Shutter Masters collects may be stored and processed in and transferred between any of the countries in which Shutter Masters operates to enable the use of the information in accordance with this privacy policy.

In addition, personal information that you submit for publication on the website will be published on the internet and may be available around the world.

You agree to such cross-border transfers of personal information.

**Updating this statement**

Shutter Masters may update this privacy policy by posting a new version on this website.

You should check this page occasionally to ensure you are familiar with any changes.

**Other websites**

This website contains links to other websites.

Shutter Masters is not responsible for the privacy policies or practices of any third party.

**Contact Shutter Masters**

If you have any questions about this privacy policy or Shutter Master’s treatment of your personal information, please write:

* by email to sales@shuttermasters.co.za
* by post to Data Protection, Postnet Suite 812, Private Bag X37, Pretoria, 0081