

Innovation Business Administrators Privacy Policy:

Innovation Business Administrators (“we”, “us”, “our”) is committed to protecting your privacy and ensuring that your personal information is collected and processed lawfully, transparently, and securely in accordance with the Protection of Personal Information Act (POPIA) of South Africa.

1. What Information We Collect

When you submit a contact form or engage with our website, we may collect:

Full name

Email address

Phone number

Company name (if applicable)

Nature of your inquiry or message

We may also collect technical data such as IP address, browser type, and usage patterns via cookies (see Section 7).

2. Purpose of Collection

We collect personal information to:

Respond to your inquiries

Provide requested services or information

Maintain internal records

Improve our website and service delivery

Comply with legal obligations

3. Consent

By ticking the box on our contact form and submitting your details, you consent to:

The collection and processing of your personal information for the purposes stated above

Being contacted via the details you've provided

You may withdraw your consent at any time by contacting us (see Section 9).

4. 🛡️ Data Protection & Security

We implement appropriate technical and organizational measures to safeguard your personal information against unauthorized access, loss, or misuse. These include:

Secure hosting environments

Access controls

Regular data audits

5. 🤝 Sharing of Information

We do not sell or share your personal information with third parties unless:

You have given explicit consent

It is required by law

It is necessary to fulfill a service you have requested (e.g., third-party integrations)

6. 📄 Your Rights Under POPIA

You have the right to:

Access your personal information

Request correction or deletion

Object to processing

Lodge a complaint with the Information Regulator

To exercise these rights, please contact us directly (see Section 9).

7. 🍪 Cookies & Tracking

Our website may use cookies to enhance user experience and collect anonymous usage data. You can manage cookie preferences via your browser settings.

8. 🔄 Policy Updates

We may update this Privacy Policy from time to time. Material changes will be posted on our website with a revised “Last Updated” date.

9. 📞 Contact Us

For any questions, requests, or concerns regarding your personal information or this policy, please contact: Innovation Business Administrators - **Email:** info@innovationbusinessadmin.co.za **Phone:** +27 82 859 7914