



# Drakenstein

Drakenstein Local Tourism Association  
Cape Winelands

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## **Drakenstein Local Tourism Association Privacy Policy**

May 2018

This is a privacy notice for Drakenstein Local Tourism Association.

In this document “we”, “our” or “us” refers to Drakenstein Local Tourism Association; Paarl- and Wellington Offices.

We will describe how we collect, store and use your personal information as well as the rights you have in relation to your personal information.

### **We may collect information about you because:**

- You have or are attending one of our events.
- You have requested that we add you to any upcoming notices or events.
- You requested to receive our newsletter.
- You previously requested that we stay connected.
- You are or have been a member of Drakenstein Local Tourism Association.
- You subscribed and signed up to receive information from us.

By undertaking one of the above, and by being a member of our mailing list, you are consenting to us storing and using the personal data you have provided us with as set out by this notice. If you do not want your personal information to be used, please do not provide us with any.

### **Information we may collect:**

In the course of communicating with you, we may ask for information that is classed as personally identifiable to you as an individual. Depending on the situation, we may ask for:

- Your name
- Your email address

### **These are the ways in which we might use your information:**

Your privacy is extremely important to us. We will not share your information with any third parties.

We will always seek your expressed permission to share any information if ever there was a need to.

We are committed to respecting your privacy and personal information and will only use the information you have given us to:

- Share current and upcoming events;
- Let you have our monthly newsletters;

**Unsubscribe Options:**

We operate email communications which are used to inform you of the above. You are able to unsubscribe from these communications at any time by replying with the word **UNSUBSCRIBE** in the heading or at the bottom of the newsletter. We will then delete all information we have about you from our system and you will not receive any further communications.

**Confidentiality:**

We treat all the information you have provide us with as strictly confidential. We do not sell any personal data on to third parties and we do not share any personal information about you to anyone without your permission.

**Protection of your information:**

We protect your information through administrative measures; electronic cyber security systems such as firewalls on all our electronic equipment; and physical measures within our premises to ensure the safe keeping of personal information we hold.

**Your rights:**

If you have already consented to us using and holding your personal information, you are within your rights to withdraw this consent at any time. Please email us at [paarlinfo@dlta.co.za](mailto:paarlinfo@dlta.co.za) requesting you are removed from our data base and we will do this immediately.

**Contact Information:**

If you have any queries regarding this Privacy Notice or communications you are receiving from us, please contact us at by emailing [paarlinfo@dlta.co.za](mailto:paarlinfo@dlta.co.za) or call us directly on +27 (0) 21 872 4842.