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Privacy Notice

The company herein referred to includes the following entities:

Messaris Wapenaar Consulting Services cc. t/a Messaris Wapenaar Cole Architects

Messaris Wapenaar Cole Architects is an architecture and design firm, with its main operating entity registered in South Africa. The head office is located in Johannesburg.

The firm undertakes projects across Africa, Australasia and Europe. It has associated offices in Cape Town, South Africa; Athens, Greece and Brisbane, Australia.

Array Architecture (Pty) Ltd. t/a Array Architects

Array Architects is an architecture and design firm, with its main operating entity registered in South Africa. The head office is located in Johannesburg.

The firm undertakes projects across South Africa and the United Kingdom.

Blue Tangerine Interiors (Pty) Ltd.

Blue Tangerine Interiors is an interior architecture and space planning firm, with its main operating entity registered in South Africa. The head office is located in Johannesburg.

The firm undertakes projects across South Africa.

This privacy policy sets out what information we collect when you use the company "Platforms" (mobile applications, mobile sites, websites or other social media sites). It also sets out the way the company uses, records, stores, transfers and deletes that information.

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associate offices:



The company is committed to respecting personal privacy and protecting the quality and integrity of personal information. The company manages personal information in accordance with this privacy policy and in compliance with the relevant data protection and privacy laws and regulations in areas where it operates.

This policy also forms part of the terms of use of the company platforms. The company reserves the right to update and/or amend this policy at any time.

Information collection

In the conduct of its activities and functions, the company may collect and hold personal information about an individual, including but not limited to name, date of birth, identification number, gender, business or home address, contact details, occupation, professional qualifications and experience, employer, financial information and the company internet platforms accessed.

Information security

The company has implemented reasonable technical and organisational information security measures to protect personal information, but unauthorised access remains a possibility. The company will not take responsibility for anyone outside of the company's control breaching its security measures.

The company may make third-party websites available through hyperlinks on its website which are not subject to the company's privacy policy. The company is not responsible for those sites and the privacy policy; conditions of use and security of those websites should be assessed by the user before use.

Processing

The company collects and processes a wide range of personal information as part of operating its business. The basis for processing personal data includes but is not limited to:

- The consent given by an individual to the company to process the individual's personal information;
- compliance with a legal obligation that the company as the controller is required to meet in terms of relevant privacy and data protection laws and regulations;
- Performance of professional services and duties in terms of a contract to which an individual is a party;
- processing is necessary to protect an individual's vital interests or the vital interests of another person; and
- processing is necessary for the purposes of the legitimate interests pursued by the company or by a third party, except where such interests are overridden by: security interests, an individual's fundamental rights and freedoms and the protection of personal information from serious harm, all of which require protection of personal data where the data subject is a minor.

The use of personal information

Personal information will be collected and used or disclosed by the company for the purposes of conducting its business activities, for pursuing its legitimate interest, for legal or regulatory compliance activities as required by law or good business practice or for the purposes for which the information is provided. The company pursues a range of legitimate interests including but not limited to:

- assessing prospective clients and projects, including risk and creditworthiness;
- Compliance with the relevant statutory obligations, including government reporting and specific local law requirements;
- Handling or defending complaints, disputes or claims;
- performing professional services and duties;
- Promotion of the company's services, including details of events and seminars;
- Recruitment and employment opportunities;

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- undertaking research relating to professional services activities;
- passing information to the company's related companies, credit agencies, government agencies and legal and professional service providers where appropriate.

Period of retention

The company will only store or retain an individual's personal information for the period required in accordance with the company's legitimate interest to do so or for the period necessary to comply with our legal and regulatory obligations related to the storage of specific types of records and/or information.

Sharing of personal information

The company holds information and data in its various entities. It may therefore transfer personal information or data to the company offices or to affiliates and to data centres in any country, but only for the above-mentioned lawful purposes and subject always to this privacy policy and the laws of the relevant country.

Rights as a data subject

At any stage while the company is in possession of or, processing of an individual's personal information, the individual will have the following rights:

- Right of access – to request a copy of the personal data held;
- Right of rectification- to have personal data corrected that is inaccurate;
- Right to erasure – in certain conditions to have personal data erased from records;
- Right to restriction of processing – to restrict the processing of personal data, under certain conditions;
- Right to object to processing – to object how personal data is processed;
- Right of portability – to have personal data transferred to an individual or to another business in certain conditions.

The processing of personal information is based on consent; an individual can withdraw his/her consent at any time by contacting the company at reception@mwarch.co.za. The company will review or process the request or matter and provide a response as soon as practicable. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Removal or change of personal details and complaints

If a person wishes to view, correct, update or remove personal details held by the company, or has any questions, concerns or complaints regarding privacy or the company's management of personal information, The company may be contacted at reception@mwarch.co.za or at the relevant office address or telephone number listed at www.mwarch.co.za. The company will review or process the request or matter and provide a response as soon as practicable. The company respects the right of individuals to remain anonymous.

If an individual remains dissatisfied, then he/she also has the right to take any complaints about how the company processed personal data to privacy protection agencies in the areas where the company operates.

An individual is not obligated to provide their personal information, however as this information is required for the company to provide an individual with its services and deal with legitimate interests, the company may not be able to offer the individual services without it.

Cookies

"Cookies" are text files containing small pieces of information to collect standard Internet log information and visitor behaviour information. When you visit our platforms, we may collect information from you automatically

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through cookies or similar technology. A cookie file is stored inside your browser and allows the website or a third party to recognise you and make your next visit easier and the website more useful to you.

To enable certain functions of our platforms, the company may use our own or third-party cookies to gather information about your use of the platforms, including details of your browser version, domain name, operating system and IP address.

If you would like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help page of the web browser you are using for instructions.

Please note, however, that if you disable cookies or refuse to accept them, you may not be able to use all the features we offer. For example, you may not be able to store your preferences, and some of our pages might not display properly.

Automated decisions

The company does not make decisions based on the automated processing of data, including profiling, which produce legal effects that significantly affect the individuals involved.

Terms of Use

By visiting any of the company "Platforms" (mobile applications, mobile sites, websites or other social media platforms) and/or by using the information and/or software available on the platforms, the visitor acknowledges that he/she has reviewed, and agrees to be bound by and comply with, the terms of use and our privacy policy.

The company reserves the right to update and/or amend the terms of use at any time and without any notice.

Any visitor using the platforms after such updated or amended terms of use have been published will be deemed to have accepted such updates or amendments.

Disclaimer

The information contained in the platforms are for general information purposes only and provided without warranties of any kind, either expressed or implied. It does not constitute professional, technical or other advice to any visitor and must not be relied upon as such by any person whatsoever. Errors or inaccuracies may exist on the information.

The use and access of our platforms is at a visitor's own risk.

Intellectual property rights

Copyright and all intellectual property rights in all texts, drawings, materials, content and data available on or via the platforms, including logo's, content, designs, trademarks and trade names are owned by the company - alternatively, the company is the lawful user thereof.

Any unauthorised copying, reproduction, retransmission, distribution, dissemination, sale, publication, broadcast or other circulation or exploitation of the material or any component thereof will constitute an infringement of such copyright and other intellectual property rights.

Nothing contained on any platform should be interpreted as granting any licence or right to use any trademark or other intellectual property without the prior written consent of the company.

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Limitation of liability

To the extent allowed by law, neither the company nor any person or entity involved in creating, producing or distributing the information and or software available on or via the platforms will be liable for any direct or indirect damage, loss or liability of whatsoever nature arising from the use or inability to use our platforms or information provided from or through our platforms or services.

This limitation of liability applies to any damages or injury caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication-line failure, theft or destruction or unauthorised access to, alteration of, or use of record, whether for breach of contract, tortuous behaviour, negligence or under any other cause of action.

The company shall have no responsibility and bear no liability for any third parties' site, home page, programmes, communications or other information which can be accessed through or from this site.

Applicable law

Any visitor to the platforms acknowledges and agrees that the laws of the Republic of South Africa shall apply exclusively to any legal dispute.

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