



## PRIVACY POLICY

Nxt Lvl Consulting Pty Ltd are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

This Policy will be reviewed and updated from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, contacting us or working with

us you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [info@nxtlvlconsulting.co.za](mailto:info@nxtlvlconsulting.co.za) or in writing to: -

Nxt Lvl Consulting Pty Ltd. 16 Milner Street Paarden Eiland 7500, Tel: 083 381 6067

### Who are we?

Nxt Lvl Consulting Pty Ltd Offer Training, coaching and consultancy services in various areas of IT, Digital, People & Leadership Management, Personal Effectiveness and Business Skills.

### How and why, we collect information

We collect your information through various interactions, including:

- **Website engagement** (e.g., when you submit inquiries via our contact forms),
- **Service delivery** (e.g., during training sessions, evaluation forms or business collaborations with you or your organisation), and
- **Direct communications** (e.g., phone calls or correspondence)

### Legal basis for collecting your information

1. You have given consent to have your data processed for the specific purpose/s (for example,

subscribing to a course with us)

2. Processing is necessary for pursuing a legitimate interest (for example, when you enter into a contract with Nxt Lvl Consulting Pty Ltd to provide services)

### **What information is collected**

The personal information we collect might include your name, address, phone number and email address.

### **How we use the information**

We may use your information to:

- process orders that you have submitted
- to carry out our obligations arising from any contracts entered by you and us
- seek your views or comments on the services we provide
- notify you of changes to our services
- send you communications which you have requested and that may be of interest to you.

These may include information about new products and services, promotions of our goods and services.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or if it is set out in any relevant contract you hold with us.

### **Who has access to your information**

We will not sell or rent your information to third parties. We will not share your information with

third parties for marketing purposes.

#### Third Party Service Providers working on our behalf:

We may pass your information to our third-party service providers, agents' subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to provide the trainer who will carry out the training, sending you mailings).

When we use third party service providers, we disclose only the personal information that is necessary to deliver the service, and we have a contract in place that requires them to keep your information secure and not to use it for their own direct purposes. Please be reassured that we will not release your information to third parties beyond Nxt Lvl Consulting Pty Ltd for them to use for their own direct marketing purposes, unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Nxt Lvl Consulting Pty Ltd

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[www.nxtlvlconsulting.co.za](http://www.nxtlvlconsulting.co.za)

Third Party Product Providers we work in association with:

We may transfer your personal information to a third party as part of a sale of some or all of our

business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

**Your choices:**

You have a choice about whether you wish to receive information from us. If you do not want to receive direct marketing communications from us about our products and services, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information as well as emailing us at any time to remove your data.

You can change your marketing preferences at any time by contacting us by email: [info@nextlvlconsulting.co.za](mailto:info@nextlvlconsulting.co.za)