

**Privacy Centre**

**Our Promise**

At Sybaris Interiors cc, nothing is more important to us than you – our customers, colleagues, suppliers, business partners and communities. We truly value our relationship with you and the trust you place in us.

We respect our associates, customers, suppliers, and all other individuals by promoting the privacy of their personal information, making ethical and respectful use of data and technologies, and applying appropriate record retention to personal and business information.

Respect for the Individual is at the heart of all we do, which is why we take our responsibility to each one of you, when it comes to your Privacy and Personal Information, very seriously.

**Rights and Requests**

Personal Information is just that – it’s personal, and it’s yours. You have the right of access to, and the right to rectify, personal information collected and processed Sybaris Interiors cc. You also have the right to object to the processing of your personal information or to request that any information Sybaris Interiors cc holds about you is deleted or destroyed.

Requests may also be made for access to records held by Sybaris Interiors cc, and which may be required for the exercise and/or protection of a right recognized in law.

By making a request, you confirm your express and informed consent for Sybaris Interiors cc to process your personal information in order to fulfill your request. Where information is being requested for or in respect of a child, such requests will only be carried out with the prior consent of a competent person being any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning a child.

All Personal Information which you provide to the Company will be used and/or retained only for the purposes for which it is collected. Your information is only retained if it is required by law or where you have given consent to us to retain such information for an extended period.

**How do I raise a concern or report a suspicious activity which involves the use of my personal information?**

If you have any questions or concerns about our handling of your Personal Information, or if you wish to make a complaint, please contact the office of the Information Officer as follows:

<b>Name of Private Body</b>	Sybaris Interiors cc
<b>Postal address</b>	PO Box 3235 Knysna 6570 South Africa
<b>Street address</b>	B1 Delmeer Factory Corner of Progress and Noble street

# SYBARIS

k i t c h e n s • f u r n i t u r e

	Knysna Industrial Knysna 6570
<b>Phone number</b>	044 382 2866
<b>Group Information Officer</b>	Ashley Weir
<b>Email address of Group Information Officer</b>	Accounts@Sybaris.co.za
<b>Telephone Number</b>	044 382 2866

You also have the right to lodge a complaint to the Information Regulator. You can email the Information Regulator with your complaint/query at [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za) or call them on [012-406-4818](tel:012-406-4818).

Visit their website for more details: <https://www.justice.gov.za/infoereg/contact.html>