

Privacy Policy

Effective Date: 01 August 2026

Website: ngclifecyclehr.co

Business Name: NGC Lifecycle Human Resources

1. Introduction

We are committed to protecting your privacy and ensuring that your personal information is collected and processed responsibly and in accordance with the Protection of Personal Information Act, 2013 ("POPIA") of South Africa.

This Privacy Policy explains how we collect, use, store, disclose, and protect your personal information when you visit our website, purchase our digital products, or interact with us online.

By using this website, you consent to the collection and processing of your personal information as described in this Privacy Policy.

2. Information We Collect

We may collect the following personal information:

- Full name
- Email address
- Contact information
- Billing information
- Purchase history
- Communication records
- IP address and browser information
- Website usage and analytics data
- Any information voluntarily provided through contact forms or email correspondence

We collect only information that is necessary for providing our products and services.

3. How We Collect Information

Information may be collected when you:

- Purchase a digital product
- Complete a contact or enquiry form
- Subscribe to newsletters or marketing communications
- Communicate with us via email
- Browse our website
- Accept website cookies

Certain information is collected automatically through website analytics tools and cookies.

4. Purpose of Processing Personal Information

We process personal information for the following purposes:

- Fulfilling and delivering digital product purchases
- Processing payments
- Providing customer support
- Responding to enquiries
- Improving our website and services
- Maintaining security and preventing fraud
- Complying with legal and regulatory obligations
- Sending marketing communications where consent has been provided

We will only process personal information for lawful purposes and to the extent necessary.

5. Legal Basis for Processing

We process personal information based on one or more of the following grounds:

- Your consent
- Performance of a contract
- Compliance with a legal obligation
- Legitimate business interests that do not override your privacy rights

6. Sharing of Personal Information

We do not sell, rent, or trade your personal information.

Your information may be shared with trusted third-party service providers where necessary to operate our business, including:

- Payment processors
- Website hosting providers
- Email communication platforms
- Analytics providers
- Professional advisers where legally required

All third parties are required to protect personal information and process it in accordance with applicable laws.

7. International Data Transfers

Some service providers used by our website, including Wix and associated services, may process data outside South Africa.

Where personal information is transferred internationally, we take reasonable steps to ensure that appropriate safeguards are in place and that personal information receives adequate protection.

8. Cookies and Website Analytics

Our website uses cookies and similar technologies to:

- Improve website functionality
- Remember user preferences
- Analyse website traffic
- Enhance user experience

You may disable cookies through your browser settings; however, some website features may not function properly.

9. Data Security

We implement reasonable technical and organisational measures to protect personal information against:

- Unauthorised access
- Loss
- Misuse
- Alteration
- Disclosure
- Destruction

While we strive to protect your information, no method of electronic transmission or storage can be guaranteed to be completely secure.

10. Data Retention

We retain personal information only for as long as necessary to:

- Fulfil the purposes outlined in this Privacy Policy
- Comply with legal or regulatory requirements
- Resolve disputes
- Enforce agreements

When information is no longer required, it will be securely deleted or anonymised.

11. Your Rights Under POPIA

Subject to applicable law, you have the right to:

- Access your personal information
- Correct inaccurate information
- Request deletion of personal information where lawful
- Object to the processing of personal information
- Withdraw consent at any time where processing is based on consent
- Lodge a complaint with the Information Regulator

Requests can be submitted using the contact details below.

12. Direct Marketing

We will only send marketing communications where:

- You have consented to receive them; or
- We are otherwise permitted to do so under applicable law.

You may unsubscribe from marketing communications at any time using the unsubscribe link provided or by contacting us directly.

13. Third-Party Links

This website may contain links to third-party websites. We are not responsible for the privacy practices or content of those websites and encourage users to review their respective privacy policies.

14. Children's Privacy

Our products and services are intended for individuals aged 18 years and older. We do not knowingly collect personal information from children without appropriate legal consent.

15. Changes to this Privacy Policy

We reserve the right to update this Privacy Policy from time to time. Changes will be posted on this page together with the updated effective date.

Continued use of the website following any changes constitutes acceptance of the revised Privacy Policy.

16. Contact Information

If you have any questions about this Privacy Policy or how your personal information is processed, please contact:

NGC Lifecycle Human Resources

Email: info@ngclifecyclehr.com

Website: ngclifecyclehr.com

By accessing this website and purchasing or downloading products, you acknowledge that you have read, understood, and agreed to these Terms and Conditions.