

Privacy Policy (POPIA-Aligned)

1. Purpose of this Policy

This policy explains how Elevate Business Academy collects, stores, and uses your personal information in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA).

2. What We Collect

We may collect the following information:

- Full name, email address, and contact number
- Company details (if applicable)
- Login and usage data
- Payment and billing data
- Course progress and certifications

3. How We Use Your Data

Your data is used for:

- Account management and subscription validation
- Certification and course progress tracking
- Support and communication
- Internal analytics and compliance reporting

4. Data Protection

We use appropriate technical and organizational security measures including:

- SSL encryption
- Access token validation
- Secure hosting and session management
- Limited administrative access

5. Sharing of Information

We do not sell or share your personal data with third parties unless:

- Required by law
- You provide explicit consent
- Necessary for payment processing (e.g., PayFast)

6. Your Rights

Under POPIA, you may:

- Request access to your personal data
- Request correction or deletion of inaccurate data
- Object to direct marketing
- Lodge a complaint with the Information Regulator (www.justice.gov.za/inforeg)

7. Information Officer

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