

## Subscriber Privacy Notice:

This notice explains how we obtain, use and disclose your personal information, as is required by the Protection of Personal Information Act (PPI). The agency shall take all responsible measures to protect the personal information of users and for the purpose of the disclaimer “personal information” shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 (PAIA) and the Protection of Personal Information Act, Act 4 of 2013 (POPI).

The PAIA and POPI Acts are available online at [www.gov.za/documents/acts](http://www.gov.za/documents/acts).

According to these definitions, personal information refers to information that identifies or relates specifically to you, for example, your name, age, gender, identity number, e-mail address:

### **This notice sets out:**

1. Who we are
2. What information we collect
3. How we use your information
4. Our aim to provide an ongoing service
5. To Whom we disclose your information
6. How we safeguard your information
7. Your rights to access and correct information
8. Changes to this notice
9. How to contact us

#### **1. Who we are**

In this Notice “Medly”, “Medly and Associates” or “we” or “our” refers to one or more of the partnering service providers that operate within South Africa

#### **2. The information we collect**

Medly collects basic contact information from subscribers, mainly for the purpose of sharing newsletters and other content that we believe would add value to our readers and subscribers.

#### **3. How we use your information**

Upon collection your information it will automatically be added to the Medly database. This database is used mainly for the purpose of sending out the *Medly Mailer*.

#### **4. Ongoing Services**

It is our goal to provide our community of medical professionals with an ongoing service, which might expand outside of the *Medly Mailer*. Special offers, promotions or other important notices can form part of our ongoing service to our subscriber base.

#### **5. Disclosure of information**

We may only disclose your personal information to partnering service providers who are directly involved in the delivery of products and/or services to you. We have agreements in place to ensure that they comply with these privacy terms.

#### **6. How we safeguard your information**

We are legally obligated to provide adequate protection for your personal information we hold and to stop unauthorized access and use of personal information. We will, on an ongoing basis, continue to review our security controls and related processes to ensure that your information is secure.

Our security policies and procedures cover:

Limiting human access to personal information; Computer & network security; Secure communications; Security and protocols when contracting out activities involving access to personal information; Subscriber access to limit / remove active information.

#### **7. Your rights to access and correct information**

You have the right to request a copy of the personal information we hold about you. You have the right to ask us to update, correct or delete your personal information. You may do this by contacting us at [info@medly.co.za](mailto:info@medly.co.za). We will take all reasonable steps to confirm your identity before providing details of your personal information.

#### **8. Changes to this notice**

Please note that we may have made this notice from time to time. Please check our website periodically to inform yourselves of any changes

#### **9. How to contact us**

If you have questions about this notice, require further information about our privacy practices or wish to access, correct or withdraw your personal information, please contact us at [info@medly.co.za](mailto:info@medly.co.za).

The logo for Medly, featuring the word "Medly" in a serif font with a stylized caduceus symbol integrated into the letter 'y'.

For Doctors By Doctors