

Highbrook – Legal Notice Pack

(Terms of Use, POPIA/PAIA Notice, No-Cookies Notice)

Last updated: 27 November 2025

1. TERMS OF USE

Welcome to **www.highbrook.co.za** (“the Website”), owned and operated by Highbrook (“we”, “us”, “our”). By accessing or using this Website, you agree to these Terms of Use.

1.1 Acceptance of Terms

By using the Website, you confirm that you have read, understood, and agree to be bound by these Terms of Use. If you do not agree, please discontinue use immediately.

1.2 Use of the Website

You may use the Website only for lawful purposes. You may not:

- Interfere with the Website’s functionality.
- Introduce viruses, malicious code, or harmful data.
- Use the Website in any manner that violates South African law.
- Infringe the rights of Highbrook or any third parties.

We reserve the right to restrict or terminate access if misuse is detected.

1.3 Intellectual Property Rights

All Website content—including text, layout, graphics, and branding—is owned by Highbrook unless otherwise indicated.

You may not reproduce, distribute, modify, or copy any content without our written consent.

1.4 External Links

The Website may include links to external websites for convenience or informational purposes. Highbrook does **not** control or endorse these websites and is **not responsible** for their:

- Content
- Security
- Availability
- Privacy practices

Users access third-party sites at their own risk.

1.5 Website Disclaimer

The Website is provided “**as is**” and “**as available**”. We make no warranties or guarantees regarding:

- Accuracy, completeness, or reliability of information
- Uninterrupted or error-free operation
- Freedom from viruses or harmful components

Use of the Website is entirely at your own risk.

1.6 Limitation of Liability

To the fullest extent permitted by South African law, Highbrook is not liable for any:

- Direct losses
- Indirect or consequential damages
- Loss of data, revenue, or business
- Errors, omissions, or reliance on Website content

1.7 Changes to Terms

We may update these Terms periodically. Any changes will take effect once posted on this page. Continued use constitutes acceptance of the updated Terms.

1.8 Governing Law

These Terms are governed by the laws of the **Republic of South Africa**. All disputes shall fall under the jurisdiction of South African courts.

1.9 Contact Information

Highbrook

33 Crestwood Drive

Lonehill 2191

Sandton, South Africa

Email: admin@highbrook.co.za

Website: www.highbrook.co.za

2. POPIA / PAIA COMPLIANCE NOTICE

This notice is provided in accordance with:

- **Protection of Personal Information Act (POPIA)**
- **Promotion of Access to Information Act (PAIA)**

2.1 Responsible Party

Highbrook

33 Crestwood Drive, Lonehill 2191, Sandton, South Africa

Email: admin@highbrook.co.za

2.2 Personal Information Processed

Highbrook **does not collect personal information** automatically through the Website. We only receive personal data when **you contact us voluntarily** via:

- Email
- Telephone

2.3 Purpose of Processing

Personal information provided directly by you is used solely to:

- Respond to enquiries
- Maintain communication (only when necessary)

We **do not** sell, share, transfer, or use your data for marketing or analytics.

2.4 Storage and Retention

Information received through direct communication is stored securely and retained only for operational or record-keeping purposes.

You may request deletion of these records at any time by contacting us.

2.5 Your POPIA Rights

Under POPIA, you are entitled to:

- Access your personal information held by Highbrook
- Request correction or deletion
- Object to processing
- Withdraw consent
- Lodge complaints with the Information Regulator

Information Regulator South Africa

Website: justice.gov.za/inforeg

2.6 PAIA Access Requests

Should you wish to request access to any records as allowed under PAIA, please submit a written request to:

admin@highbrook.co.za

We will respond in accordance with South African legal requirements.

2.7 Amendments to this Notice

This notice may be updated periodically. Any changes will be posted on the Website.

3. NO-COOKIES NOTICE

Highbrook respects your privacy and does **not** use cookies or tracking technologies on this Website.

- No session cookies
- No persistent cookies
- No analytics or tracking scripts
- No third-party cookies

You may browse the Website freely without data collection or tracking.

If this policy changes, we will update this notice and our Privacy Policy accordingly.

