



PRIVACY POLICY — TopEng Consulting (Pty) Ltd

TopEng Consulting (Pty) Ltd (“TopEng”, “we”, “us” or “our”) is committed to protecting personal information in accordance with applicable laws, including the Protection of Personal Information Act (POPIA). This policy explains how we collect, use, store, and protect personal information relating to clients, suppliers, project stakeholders, and website users.

1. Information We Collect

We may collect and process the following categories of personal and project-related information:

Personal Information

- Name, surname, company details
- Contact information (email, phone number, address)
- Professional or business details related to project enquiries
- CVs or documentation submitted for recruitment

Technical & Site Data

As a civil, structural, electrical, and construction services provider, we may collect:

- Project site addresses
- Engineering drawings, specifications, and design data
- Site inspection notes, photos, and videos
- Electrical and power system requirements

Website & Analytical Data

- IP address, browser type, device information
- Usage statistics, log data, and cookies

2. How We Use Personal Information

Your information may be used for purposes including:

- Responding to engineering, construction, or project enquiries
- Providing quotations, designs, reports, and technical services
- Project management, site supervision, and construction administration
- Compliance with engineering standards, safety regulations, and statutory requirements
- Internal record-keeping, invoicing, and contract administration
- Improving our services and website functionality
- Communicating updates, service notices, or administrative messages

TopEng does not sell or trade personal information to third parties.

3. Sharing of Information

We may share information with trusted third parties only where necessary, including:

- Professional engineers, technicians, subcontractors, or construction teams involved in your project
- Regulatory bodies requiring engineering documentation or compliance information
- IT service providers offering secure hosting, email, or data backup solutions
- Financial, legal, or auditing service providers

All third parties are required to maintain the confidentiality and security of the information.

4. Data Security

We implement reasonable organisational and technical safeguards to protect personal and project data, including secure storage, controlled access, and encryption where applicable. However, no digital transmission or storage method is fully secure, and absolute protection cannot be guaranteed.

5. Cookies & Tracking

Our website may use cookies and analytical tools to improve performance and user experience. You may disable cookies in your browser settings, although some website features may not function correctly.

6. Your Rights Under POPIA

You may request to:

- Access your personal information
- Correct or update inaccurate information
- Request deletion of information where legally permissible
- Object to certain types of processing
- Withdraw consent (where processing is consent-based)

Requests may be submitted to the contact details below.

7. Contact Information

For any queries regarding this Disclaimer or Privacy Policy, please contact:

TopEng Consulting (Pty) Ltd

Email: info@topeng.co.za

Phone: +27 84 716 6789/ +27 71 887 9757

Address: TopEng Head Office, 40 Earlswood Road, Parklands, Cape Town, 7441