

PRIVACY POLICY

Cornerstone Dynamic Development

Last Updated: 19 August 2026

1. Introduction

Cornerstone Dynamic Development (“Cornerstone”, “we”, “us” or “our”) respects your privacy and is committed to protecting your personal information.

This Privacy Policy explains how we collect, use, process, store, disclose and protect personal information when you:

- visit or use our website;
- submit an enquiry or request a quotation;
- contact us by telephone, email, online form or other communication channel;
- engage with us as a prospective or existing client, supplier, contractor or business partner; or
- otherwise interact with Cornerstone Dynamic Development.

We process personal information in accordance with applicable South African law, including the **Protection of Personal Information Act 4 of 2013 (“POPIA”)** and, where applicable, the **Promotion of Access to Information Act 2 of 2000 (“PAIA”)**.

2. Responsible Party

For purposes of POPIA, Cornerstone Dynamic Development is the responsible party in respect of personal information that it determines the purpose and means of processing.

Questions relating to this Privacy Policy or the processing of personal information may be directed to Cornerstone Dynamic Development using the contact details provided in this policy.

3. Personal Information We May Collect

Depending on how you interact with us, we may collect and process information including:

3.1 Identification and Contact Information

This may include:

- full name;
- business or company name;
- job title or position;
- email address;
- telephone or mobile number;

- physical, postal or business address; and
- other contact information you voluntarily provide.

3.2 Enquiry and Project Information

When you contact us regarding our services, we may collect information including:

- the nature of your enquiry;
- services you are interested in;
- project specifications;
- site or project location;
- expected project requirements;
- quotation requirements;
- drawings, photographs, specifications or documents submitted to us; and
- correspondence between you and Cornerstone.

3.3 Client and Supplier Information

Where you become a client, supplier, subcontractor, contractor or business partner, we may collect additional information reasonably required for the business relationship, including:

- company information;
- registration information;
- billing and invoicing details;
- tax-related information;
- payment information;
- contractual information;
- authorised representatives;
- project documentation; and
- records required for operational, legal or regulatory purposes.

3.4 Website and Technical Information

When you use our website, certain information may be collected automatically, including:

- IP address;
- browser type;
- device type;
- operating system;
- approximate location derived from technical information;

- pages visited;
- date and time of visits;
- referring websites;
- website interaction information; and
- cookie or similar technology information.

3.5 Communications

We may retain communications sent to or received from you, including emails, contact-form submissions and other correspondence, where reasonably required for business, evidentiary, customer-service, security or legal purposes.

4. How We Collect Personal Information

We may collect personal information:

- directly from you;
- through our website;
- through contact or quotation forms;
- when you contact us by telephone, email or other channels;
- during meetings, consultations or site visits;
- through contractual or business relationships;
- from organisations you represent;
- from publicly available sources where lawful;
- from service providers acting on our behalf; or
- through cookies, analytics tools and similar website technologies.

Where reasonably practicable, personal information will be collected directly from the person concerned.

5. Why We Process Personal Information

We may process personal information for legitimate business purposes including:

5.1 Responding to Enquiries

To:

- respond to questions;
- communicate with prospective clients;
- assess project requirements;

- arrange consultations or site visits; and
- prepare estimates, quotations or proposals.

5.2 Providing Our Services

To:

- deliver agreed construction and development services;
- manage projects;
- communicate regarding project progress;
- coordinate employees, contractors, suppliers and subcontractors;
- procure materials and services;
- manage client relationships; and
- fulfil contractual obligations.

5.3 Business Administration

To:

- create and maintain business records;
- issue quotations, invoices and statements;
- process payments;
- manage suppliers and contractors;
- administer contracts;
- conduct accounting and financial management; and
- operate and improve our business.

5.4 Website Operation and Improvement

To:

- operate and maintain our website;
- understand how visitors use our website;
- troubleshoot technical issues;
- maintain website security;
- improve functionality and usability; and
- analyse website performance.

5.5 Legal and Regulatory Compliance

To comply with:

- applicable laws and regulations;

- tax and accounting requirements;
- health and safety obligations;
- contractual obligations;
- lawful requests from authorities; and
- other legal or regulatory responsibilities.

5.6 Protection of Rights and Security

We may process information where reasonably necessary to:

- prevent fraud;
- investigate suspected misconduct;
- protect our systems and infrastructure;
- establish, exercise or defend legal claims;
- protect Cornerstone, its clients, employees, contractors or third parties; and
- enforce our agreements and legal rights.

6. Legal Grounds for Processing

Where required by applicable law, personal information may be processed on one or more lawful grounds, including where:

- you have provided consent;
- processing is necessary to conclude or perform a contract;
- processing is required by law;
- processing protects a legitimate interest of the person concerned;
- processing is necessary for Cornerstone to pursue its legitimate interests or those of a third party, provided those interests do not unjustifiably prejudice your rights; or
- another lawful basis recognised under POPIA applies.

We will not process personal information in a manner that is incompatible with the purpose for which it was collected unless permitted by law.

7. Marketing Communications

Where permitted by law, we may use relevant contact information to communicate with existing or prospective clients regarding Cornerstone's services.

Where consent is legally required for electronic direct marketing, we will obtain the required consent before sending such communications.

You may withdraw your consent or request that we stop sending marketing communications at any time.

Operational communications relating to an existing enquiry, quotation, contract or project are not necessarily marketing communications and may continue where required to manage the applicable business relationship.

8. Cookies and Similar Technologies

Our website may use cookies and similar technologies.

Cookies are small files or pieces of information stored on or associated with your device when you visit a website.

We may use cookies for purposes including:

- website functionality;
- security;
- remembering preferences;
- measuring website performance;
- understanding website traffic;
- analytics; and
- improving the visitor experience.

Some cookies may be placed by third-party service providers used by our website.

You may be able to control or delete cookies through your browser settings. Disabling certain cookies may affect the functionality of parts of the website.

Where consent is required for particular cookies or tracking technologies, we will seek the appropriate consent.

9. Analytics and Third-Party Technologies

Our website may use third-party technologies or service providers for purposes such as:

- website hosting;
- website analytics;
- website security;
- email delivery;
- online forms;
- spam prevention;
- cloud services;

- backups; and
- other technical or operational functionality.

These providers may process certain information on our behalf.

Where third parties process personal information on our behalf, we take reasonable steps to require appropriate confidentiality, privacy and security measures.

10. Sharing of Personal Information

We do not sell personal information.

We may disclose personal information where reasonably necessary to:

- employees and authorised personnel;
- professional advisers;
- accountants and auditors;
- legal advisers;
- insurers;
- banks and payment providers;
- IT and cloud service providers;
- website hosting providers;
- suppliers;
- subcontractors;
- contractors;
- consultants;
- project partners;
- regulatory authorities;
- law-enforcement authorities; or
- other third parties where disclosure is lawful and reasonably necessary.

Only information reasonably required for the applicable purpose should be disclosed.

11. Contractors, Suppliers and Project Partners

Due to the nature of the construction and development industry, Cornerstone may need to share limited client or project information with suppliers, contractors, subcontractors, consultants, engineers or other project participants.

Such information will only be shared where reasonably necessary for activities including:

- obtaining quotations;
 - purchasing materials;
 - planning work;
 - coordinating construction;
 - completing projects;
 - delivering goods or services; or
 - performing contractual obligations.
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12. International Transfer of Information

Certain technology providers, cloud platforms or service providers used by Cornerstone may process or store information outside South Africa.

Where personal information is transferred outside South Africa, Cornerstone will take reasonable steps to ensure that such transfers are undertaken in accordance with applicable requirements under POPIA.

This may include ensuring that an appropriate level of protection, contractual safeguard, legal justification or other recognised mechanism applies.

13. Data Security

Cornerstone takes reasonable and appropriate technical and organisational measures to protect personal information against:

- loss;
- unauthorised access;
- unlawful processing;
- misuse;
- alteration;
- destruction; and
- unauthorised disclosure.

Measures may include, where appropriate:

- access controls;
- password protection;
- secure systems;
- restricted access;
- backups;

- software and system security;
- confidentiality obligations; and
- appropriate internal procedures.

No internet-based system can be guaranteed to be completely secure. However, we endeavour to implement safeguards appropriate to the nature of the information processed and the risks associated with its processing.

14. Security Incidents and Data Breaches

If Cornerstone becomes aware of a security compromise involving personal information, we will investigate the incident and take reasonable steps to contain and remediate it.

Where required by POPIA, Cornerstone will notify the Information Regulator and affected persons in accordance with applicable legal requirements.

15. Retention of Personal Information

We retain personal information only for as long as reasonably required for:

- the purpose for which it was collected;
- fulfilling contractual obligations;
- maintaining appropriate business records;
- accounting and tax purposes;
- warranty or project-related requirements;
- resolving disputes;
- establishing, exercising or defending legal claims; or
- complying with legal or regulatory obligations.

When personal information is no longer required and there is no lawful reason to retain it, we may securely delete, destroy, de-identify or anonymise it.

16. Accuracy of Information

We take reasonable steps to ensure that personal information in our possession is accurate, complete and not misleading where required for the purpose for which it is processed.

You are encouraged to notify us if your personal information changes or if you believe information held by us is incorrect.

17. Your Rights

Subject to POPIA and other applicable law, you may have the right to:

- ask whether Cornerstone holds personal information about you;
- request access to personal information we hold about you;
- request correction of inaccurate or outdated information;
- request deletion or destruction of personal information where legally permitted;
- object to certain processing;
- withdraw consent where processing is based on consent;
- object to direct marketing;
- request information regarding how your personal information is processed; and
- lodge a complaint with the Information Regulator.

Certain rights may be subject to limitations or exceptions under applicable law.

18. Requests Relating to Personal Information

Requests to access, correct, delete or otherwise exercise rights relating to personal information may be submitted to Cornerstone using the contact details below.

We may request reasonable information to verify your identity before processing a privacy-related request.

This is intended to ensure that personal information is not disclosed, altered or deleted at the request of an unauthorised person.

19. Children's Personal Information

Our website and services are primarily intended for businesses and adults seeking construction and development services.

We do not intentionally use the website to collect personal information from children without the consent or authorisation required by law.

If we become aware that children's personal information has been collected or processed improperly, we will take appropriate steps in accordance with applicable law.

20. Third-Party Websites

Our website may contain links to websites, social-media platforms or services operated by third parties.

Cornerstone is not responsible for the privacy practices, security, content or policies of third-party websites.

Visitors should review the privacy policies of any external websites they access.

21. Social Media

If you interact with Cornerstone through a social-media platform, information may also be processed by the operator of that platform according to its own terms and privacy policies.

We encourage users to review the privacy settings and policies applicable to any social-media platforms they use.

22. PAIA

Requests for access to records held by Cornerstone may, where applicable, be governed by the **Promotion of Access to Information Act 2 of 2000 (PAIA)**.

Where required by law, Cornerstone will maintain and make available its PAIA Manual separately from this Privacy Policy.

23. Information Officer

Cornerstone will designate or maintain an Information Officer and, where appropriate, Deputy Information Officers in accordance with applicable legal requirements.

Privacy-related queries may be addressed to:

Cornerstone Dynamic Development

Email: info@cornerstoneltd.co.za

Telephone: +27 82 531 9504

For formal requests requiring the Information Officer, users may contact Cornerstone using the details above and request that the communication be directed to the Information Officer.

24. Complaints to the Information Regulator

If you believe that Cornerstone has processed your personal information unlawfully or has not adequately addressed a privacy-related concern, you may have the right to lodge a complaint with the **Information Regulator of South Africa**.

Information regarding complaints and data-subject rights is available directly from the Information Regulator.

25. Changes to this Privacy Policy

Cornerstone may amend this Privacy Policy from time to time to reflect:

- changes to our business;
- changes to our website;

- changes in technology;
- changes to our processing activities; or
- changes in applicable legal or regulatory requirements.

The latest version will be published on our website with an updated revision date.

Continued use of our website after an updated Privacy Policy becomes effective will be subject to the updated policy, to the extent permitted by law.

26. Contact Us

For questions, requests or concerns regarding this Privacy Policy or the processing of personal information, please contact:

Cornerstone Dynamic Development

Email: info@cornerstoneltd.co.za

Telephone: +27 82 531 9504

South Africa

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