

PC ADVISORY

Privacy Notice

1. Introduction

PCAdvisory ("PC Advisory", "we", "us" or "our") respects your privacy and is committed to protecting your personal information. This Privacy Notice explains how we collect, use, disclose, store and protect personal information when you interact with us through our website and digital platforms, email, telephone, professional and advisory services, meetings, recruitment processes, social media and other business interactions.

2. Personal Information We Process

For purposes of this Privacy Notice, personal information means information relating to an identifiable individual. Depending on the nature of our relationship with you, we may process names, identification details, telephone numbers, email addresses, physical or postal addresses, employment information, financial and business information, professional information, information contained in correspondence and documents provided to us, recruitment information, and technical information such as IP address or device information where relevant.

3. Why We Process Personal Information

We may process personal information for the following purposes: providing and administering our advisory and professional services; responding to enquiries and requests; communicating with clients and prospective clients; managing engagements, records, billing and payments; carrying out recruitment and assessing applicants; improving our services and systems; maintaining business and information security; preventing fraud or misuse; complying with legal, tax, regulatory and professional obligations; establishing, exercising or defending legal rights; and sending marketing or other communications where permitted by law and, where required, with your consent.

4. Lawful Processing

PCAdvisory will process personal information lawfully, fairly and transparently and only for specified, explicit and legitimate purposes. We will seek to ensure that information is adequate, relevant and limited to what is necessary, accurate and kept up to date where appropriate, and retained only for as long as reasonably necessary or required by law. Where processing is based on consent, you may withdraw that consent, subject to applicable legal limitations.

5. Information Collected From Other Sources

Where lawful and appropriate, we may receive information from clients, authorised representatives, professional advisers, service providers, employers, publicly available sources, regulators or other third parties. Where another person's information is provided to us, the person providing it should have the necessary authority or lawful basis to do so.

6. Cookies and Similar Technologies

Where our website uses cookies or similar technologies, these may support website functionality, security, analytics and user experience. Where consent is required for non-essential technologies, we will seek that consent. You may also manage certain cookie settings through your browser or device.

7. Sharing Personal Information

We may disclose personal information where reasonably necessary to provide our services or fulfil the purposes described in this Notice. Recipients may include authorised employees and representatives, ICT and hosting providers, payment providers, professional advisers, auditors, insurers, consultants, regulators, government

authorities, courts and law-enforcement bodies. We may also disclose information where required or permitted by law, to establish or defend legal rights, prevent fraud or protect the vital interests or safety of an individual. Third-party service providers processing information on our behalf will be expected to maintain appropriate confidentiality and security safeguards.

8. International Transfers

Some technology, cloud, professional or other service providers may process or store personal information outside Zimbabwe. Where personal information is transferred across borders, PC Advisory will take reasonable steps to ensure that the transfer is lawful and that appropriate technical, organisational and contractual safeguards are in place, consistent with applicable data protection requirements.

9. Data Security

We treat personal information as confidential and implement reasonable technical, organisational and physical safeguards designed to protect it against unauthorised access, loss, alteration, disclosure, destruction or other unlawful processing. Security measures may include access controls, confidentiality obligations, secure systems, backups, encryption or other safeguards appropriate to the information and circumstances. Internet transmission is not completely secure, and we cannot guarantee absolute security of information transmitted online.

10. Data Retention

We retain personal information for the period reasonably necessary to fulfil the purposes for which it was collected, including providing services, maintaining appropriate professional and business records, resolving disputes, enforcing agreements and complying with legal, tax, accounting or regulatory obligations. When information is no longer required, we will take reasonable steps to securely delete, destroy or anonymise it, subject to applicable retention requirements.

11. Your Data Protection Rights

Subject to applicable law and lawful limitations, you may have the right to be informed about the use of your personal information; access personal information held about you; request correction of inaccurate or misleading information; object to certain processing; request deletion where legally applicable; withdraw consent where processing is based on consent; and exercise any other rights provided by applicable data protection law. We may need to verify your identity before responding to a request and may lawfully restrict or refuse a request in certain circumstances.

12. Direct Marketing

Where we send direct marketing communications, we will do so in accordance with applicable law. You may opt out of marketing communications at any time by contacting us using the details below or by following an unsubscribe or opt-out mechanism provided in the communication, where available.

13. Children's Information

Our services are primarily directed at businesses and adults. We do not knowingly collect personal information from children except where lawful and necessary for a specific purpose. Where applicable, appropriate parental or guardian consent or other lawful authorisation will be sought.

14. Complaints

If you have a concern about how PC Advisory handles your personal information, we encourage you to contact us first so that we can investigate and seek to resolve the matter. You may also have the right to lodge a complaint with the relevant data protection authority in accordance with applicable law.

15. Contact Us

PC Advisory

Telephone: +263 711 783 365

Alternative: +263 8612 783 365

Email: info@pcadvisory.co.zw

Physical Address: Office 25, 1st Floor, Finsure House, 84–86 Kwame Nkrumah Avenue, Corner 2nd Street, Harare, Zimbabwe

Privacy enquiries and requests concerning access, correction, objection, deletion or withdrawal of consent may be submitted using the contact details above.

16. Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our services, technology, legal requirements or privacy practices. The updated version will indicate the applicable last-updated date. We encourage you to review this Notice periodically.

Last updated: 18 August 2026

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