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# SanctionScreens Privacy Policy

Oct 7, 2026

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## 1. Introduction

This Privacy Policy explains how Nottingham Road Consulting (Reg. No. 2025/875621/07) (“we”, “us”, or “our”), the operator of SanctionScreens (sanctionscreens.com), collects, uses, and protects personal information in the course of providing our sanctions screening services.

This Policy is governed by the Protection of Personal Information Act 4 of 2013 (POPIA) and applies to all users of SanctionScreens. SanctionScreens is intended for use by South African businesses and operates exclusively within the Republic of South Africa.

By registering for or using SanctionScreens, you acknowledge that you have read and understood this Privacy Policy.

## 2. Who We Are

**Operator:** Nottingham Road Consulting

**Registration No.:** 2025/875621/07

**Trading as:** SanctionScreens

**Website:** sanctionscreens.com

**Information Officer:** graeme.tennant@nottinghamroad.co

## 3. What Information We Collect

### 3.1 Account and Registration Data

When you register for a SanctionScreens account, we collect:

- Full name
- Email address
- Phone number
- Company name
- Position / job title

This information is collected directly from you during registration and is used to create and administer your account.

### 3.2 Billing and Payment Data

All payment processing is handled by our third-party payment gateway, Paystack. We do not collect, store, or have access to your card details or banking information. Paystack may independently collect your name, email address, phone number, and payment information in accordance with their own privacy

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policy. We receive only a transaction confirmation from Paystack.

### 3.3 Screening Data

SanctionScreens does not collect, store, or process your client screening data, uploaded files, or generated PDF reports on any server or back-end system. All screening activity occurs entirely within your active browser session and is not transmitted to or retained by us. This data is permanently lost when you close or refresh the tool unless you export it yourself.

### 3.4 Communications

If you contact us by email, we will retain the content of that correspondence and your email address for the purpose of responding to your query and for our records.

### 3.5 Cookies and Analytics

We do not currently deploy third-party analytics or tracking cookies. We may do so in future, in which case this Policy will be updated and you will be notified in advance where required by law.

## 4. How We Use Your Information

We use the personal information we collect for the following purposes:

- **Account management:** To create, maintain, and administer your SanctionScreens account.
- **Service delivery:** To provide you with access to the SanctionScreens tool and associated features.
- **Billing:** To process subscription payments via Paystack and manage your subscription tier.
- **Customer support:** To respond to queries, complaints, or requests you submit to us by email.
- **Legal compliance:** To comply with applicable South African laws, including POPIA, and to respond to lawful requests from regulatory authorities.
- **Security:** To detect, prevent, and address technical issues, unauthorised access, or misuse of the service.

We do not use your personal information for direct marketing or share it with third parties for marketing purposes.

## 5. Third-Party Payment Processing (Paystack)

Payment transactions on SanctionScreens are processed by Paystack Payments Africa (Pty) Ltd, a licensed payment service provider. When you subscribe to SanctionScreens, you will interact directly with Paystack's payment interface.

Paystack may collect and process personal information including your name, email address, phone number, and card details. Their collection and use of your information is governed by Paystack's Privacy Policy, which we encourage you to review at [paystack.com/za/privacy](https://paystack.com/za/privacy).

We receive from Paystack only a transaction reference and confirmation of payment status. We do not receive, store, or have access to your card or banking details.

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## 6. Cookies and Analytics

SanctionScreens does not currently deploy third-party analytics tools, advertising pixels, or non-essential cookies. We may introduce analytics or functionality cookies in the future. Where we do so:

- We will update this Privacy Policy before deploying any such cookies.
- Where required by law, we will seek your consent prior to placing non-essential cookies.
- You will be able to manage cookie preferences through your browser settings or a cookie consent tool on the website.

At present, any cookies set are strictly necessary for the operation of the service (for example, session management).

## 7. Data Retention

We retain your account and registration data for as long as your account remains active and for a reasonable period thereafter to allow for account reactivation, to resolve disputes, and to comply with our legal obligations.

If you wish to request deletion of your personal information, please contact our Information Officer at the details in section 11. We will process such requests in accordance with POPIA, subject to any overriding legal obligation to retain the data.

## 8. Your Rights Under POPIA

As a data subject under POPIA, you have the right to:

- **Access** — request confirmation of whether we hold your personal information and obtain a copy of it.
- **Correction** — request correction of inaccurate, incomplete, or outdated personal information.
- **Deletion** — request deletion of your personal information, subject to lawful grounds for retention.
- **Objection** — object to the processing of your personal information on legitimate grounds.
- **Withdrawal of consent** — where processing is based on consent, withdraw that consent at any time (without affecting the lawfulness of prior processing).
- **Lodge a complaint** — lodge a complaint with the Information Regulator of South Africa at [info regulator.org.za](http://info regulator.org.za) if you believe your rights have been infringed.

To exercise any of these rights, please contact our Information Officer using the details in section 11. We will respond within a reasonable time and in accordance with POPIA.

## 9. Security

We implement appropriate technical and organisational measures to protect the personal information we hold against unauthorised access, disclosure, alteration, or destruction. These measures include secure account authentication, encrypted data transmission (HTTPS), and restricted internal access to account data.

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As noted above, no client screening data, uploaded files, or generated reports are transmitted to or stored on our servers. This significantly limits our data security exposure in relation to screening activity.

While we take reasonable precautions, no method of data transmission or storage is completely secure. We cannot guarantee absolute security of your information and will not be liable for security breaches beyond our reasonable control.

## **10. Changes to This Policy**

We may update this Privacy Policy from time to time to reflect changes in the law, our services, or our data practices. Where changes are material, we will notify registered users by email to the address held on your account.

The date at the top of this Policy reflects when it was last updated. Continued use of SanctionScreens after the effective date of any update constitutes your acceptance of the revised Policy.

## **11. Contact and Information Officer**

For any queries relating to this Privacy Policy, to exercise your rights under POPIA, or to submit a complaint, please contact our Information Officer:

**Nottingham Road Consulting**

Registration No.: 2025/875621/07

Trading as: SanctionScreens

Information Officer: Graeme Tennant

Email: [graeme.tennant@nottinghamroad.co](mailto:graeme.tennant@nottinghamroad.co)

You also have the right to submit a complaint directly to the Information Regulator of South Africa at [inforegulator.org.za](http://inforegulator.org.za).