

## PRIVACY NOTICE

### Definitions:

"We" and "us" shall mean:	SSC Infrasek (Pty) Ltd Registration number: 2007/015295/07 Of Unit 6 Park Alpha, 6 Du Toit Street, Bellville;
"POPIA" shall mean:	the Protection of Personal Information Act 4 of 2013;
"You" shall mean:	the "Data Subject", the person to whom personal information relates;
"Personal" Information shall mean:	personal information as defined in POPIA.

### Purpose:

We are committed to respecting concerns regarding privacy and will process all personal information in alignment with the prescripts of the **POPIA** and any further prevailing legislation.

All personal information furnished collected, whether voluntarily or mandatory, and processed by us regardless of form or medium shall be processed in accordance with the provisions set out hereunder.

### Collecting Personal Information:

We collect and process the following personal information:

NATURAL PERSON:	names, identity numbers, address, contact details, bank details, employment history, education
JURISTIC PERSONS:	names, registration numbers, VAT registration number, contact details, address, bank details,

We process personal information which has been collected directly from you. We will however ensure that should we obtain your information from a third party, that we are able to identify the recipient of said information and will disclose same to you upon request.

We only collect and process necessary personal information and may therefore refuse to enter into an agreement with you should you fail to disclose same.

In accordance with the provisions of the POPIA, we will your process personal information:

1. for the purposes for which it was provided;
2. in order to carry out actions for the conclusion or performance of a contract to which you are a party;
3. in order to comply with **obligations** imposed by law on the business;
4. where the processing protects your **legitimate** interests;
5. where the processing is necessary for the proper performance of a **public law** duty by the business; or
6. where the processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

## Minors:

We do not intentionally collect personal information from minor children. If you are the parent or guardian and believe your minor child has provided us with personal information, please contact us at the address below to request the deletion thereof.

## Processing of Information:

We will share your personal information:

1. in order to comply with applicable law or with legal process served on us;
2. in order to protect and defend our rights or property;
3. with employees and/or third parties who assist us in providing services to you and thus require your personal information in order to render a proper and efficient service. We will ensure that all such employees and third party service providers, having access to your personal information, comply with POPIA or equivalent legislation; and
4. with third parties if you have specifically requested us to do so.

## Security Measures:

We will endeavour to:

1. treat your personal information as strictly confidential;
2. take appropriate technical and organisational measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;
3. promptly notify you if we become aware of any unauthorised use, disclosure or processing of your personal information; and
4. provide you with reasonable evidence of our compliance with our obligations under this policy on reasonable request.

## Retention:

We will not retain your personal information longer than the period for which it was originally required, unless we are required by law to do so, or you consent to us retaining such information for a longer period.

## Selling Personal Information:

We do not sell the information and will only share same with persons as set out herein.

## Transborder Flow of Information:

We use the services of online platforms such as SimPRO Software and Xero Accounting which service provider store information outside the Republic of South Africa. Although these service providers are subject to privacy policies and further privacy legislation, it is unclear at this time where said protection is equivalent to that of POPIA.

## Your rights:

You have the right at any time to:

- You are entitled to access your personal data by sending a written request to the contact listed below. We may charge you a fee for this service as set out in terms of Condition 8 of POPIA.
- You may also request us to correct or supplement any of your personal data which we undertake to do as reasonably practicable.
- Request the destruction of your personal data. Our representative will consider your request in light of any other laws or regulations prohibiting us from destroying your personal data.

Company Registration nr: 2007/015295/07  
VAT Reg nr: 4640238301  
PSIRA: 1486482



Directors: IJ Venter & AJ Robinson

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

In order to comply with any request received, we may require proof of identity.

#### Changes:

We may update this privacy notice from time to time in order to reflect, for example, changes to our practices or for other operational, legal, or regulatory reasons.

#### Promotion of Access to Information Act:

In compliance with the provisions of the **Promotion of Access to Information 2 of 2002 (PAIA)**, a copy of our manual is available for your perusal at <https://www.ssc1.co.za/>.

#### Contact:

For more information about our privacy practices, if you have questions, or if you would like to lodge a complaint, please contact Amanda van Wyk, in writing, via e-mail at [finance@ssc1.co.za](mailto:finance@ssc1.co.za).

If you are not satisfied with our response to your query, you may approach the following regulatory body for further assistance:

**THE INFORMATION REGULATOR (SOUTH AFRICA) SITUATE AT: JD HOUSE, 27 STIEMENS STREET, BRAAMFONTEIN, JOHANNESBURG, 2001.**

COMPLAINTS: [POPIAComplaints@inforegulator.org.za](mailto:POPIAComplaints@inforegulator.org.za) / [PAIAComplaints@inforegulator.org.za](mailto:PAIAComplaints@inforegulator.org.za)

GENERAL QUERIES: [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)

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