



Kotze Family Trust

P.O. Box 11281, Dorpspruit 3206
Tel: 082 574 5018 | 082 777 8606

Hilltops Office Park, 73 Villiers Drive,
Email: paul61kotze@gmail.com

PROTECTION OF PERSONAL INFORMATION ACT (POPI ACT)

PRIVACY POLICY

For the Client, the POPI Act is about the protection of your personal information and indicates how it may be collected used and shared.

We take the Act very seriously and have implemented its principles in our business. We have been prioritising our compliance with the act and will continue to do so.

In Line with the 8 Conditions in the Protection of Personal Information Act, 4 of 2013, we

- Accept joint responsibility and accountability with you to responsibly manage and protect your Personal Information when providing our services and solutions to you.
- Undertake to receive, only from you, and process the Personal Information that is necessary for the purpose to assist you with your required solutions, conclude the necessarily related agreements and consider the legitimate legal interests of everyone concerned, as required by the Act and to respect your right to withdraw your consent for the processing of your Personal Information.
- Undertake to only use your Personal Information for the purpose required to assist you or provide solutions to you.
- Undertake not to share or further process your Personal Information with anyone if not required for assisting you with your solutions or by the law.
- Undertake to be open and transparent and notify you as and when required by law regarding why and how your Personal Information needs to be collected.
- Undertake to safeguard and protect your Personal Information in our possession.
- Undertake to freely confirm what Personal Information we have, to update and correct the Personal Information, and to keep it for no longer than legally required.

PROCESSING OF PERSONAL INFORMATION

The act of processing information includes any activity or any set of operations, whether or not by automatic means, concerning personal information and includes: the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as any restriction, degradation, erasure or destruction of information.



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The following Personal Information may be processed for the purpose set out above, are:

full names and surname; identity and or Passport number; Home and or business address; Proof of Income such as your payslip; Bank Statements; marital status; contact details; banking details; assets; race; gender; liabilities, occupation; birth date; gender; title; name, surname, address, and identity number of directors and/or members.

The above personal information will be supplied by you or by third parties for the purposes stated above.

The personal information may also be accessed through third parties such as Companies and Intellectual Property Commission portal, and credit bureaus.

RECIPIENTS OF PERSONAL INFORMATION:

The following persons may be recipients of the personal information that is being processed (the list is not intended to be complete):

- Our staff members
- Industry bodies
- Regulatory bodies
- State institutions
- Service providers

The recipients and third parties are also required to take precautions to treat your personal information confidentially and with the required security measures and protocols.

Your personal information may be hosted on servers and processed by recipients and third parties, which may be located outside of South Africa

SECURITY PROTOCOLS

All personal information collected will be stored and maintained on secure servers with only authorised persons allowed to view the personal information. We will take appropriate, reasonable, technical and organisational measures to avoid loss of or unlawful access to personal information.

CHILD PRIVACY

We do not address anyone under the age of 18. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.



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QUERIES

Should you have any queries or concerns, please email

- Our Offices: paul61kotze@gmail.com

If you need more information or have any concerns please contact the Information Regulator below:

- Information Regulator : infoereg@justice.gov.za
- Website: <http://www.justice.gov.za/infoereg/>
- Tel: 012 406 4818