

## **Protection of Personal Information**

We are required in terms of the Protection of Personal Information Act, 2013 (“POPI”), to protect your personal information. Your right to privacy is important to us and we are committed to safeguard and protect your personal information in a lawful manner.

### **Definition as referred to in the Protection of Personal Information Act**

**Personal information** includes, but is not limited to race, gender, marital status, nationality, age, physical or mental health, disability, language, education, identity number, telephone number, email, postal or street address, biometric information and financial, criminal or employment history and as more specifically defined in the above Act.

**Process** means any operation or activity, whether automated or not, concerning personal information, including collecting, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation, use, dissemination by means of transmission, distribution of making available in any other form, merging, linking, as well as blocking, degradation, erasure or destruction of information.

### **We undertake to:**

- Only process Personal Information as permitted by law.
- Keep your Personal Information confidential, secure and only for as long as required or prescribed.

### **Please note:**

- You are entitled at any time to request access to, update or rectify your Personal Information we process.
- You have the right to be notified when your Personal Information has been compromised.
- If you have provided us with an email, we can correspond with you via email.

### **How to contact us**

If you have any queries about this notice, need further information about our privacy practices, wish to withdraw consent, exercise preferences or access or correct your personal information, please Gail Schouw on 021 685 0070.