

Personal Information Protection Notice

(issued in accordance with Section 5 (a) (i) and 18 of the Protection of Personal Information Act, 4 of 2013 (POPI) and Article 13 of the General Data Protection Regulation (EU) 2016/679 (GDPR))

Aim and Purpose of this Notice

We value your privacy and want to be transparent about the personal information we process when interacting with you. With this Personal Information Protection Notice, we inform you and provide you with an overview of how we process your personal information and by doing so we are fulfilling our notification obligation.

We are committed to manage and process your personal information in accordance to the applicable privacy and information protection law provisions, which specifically provides for the lawful, fair and transparent processing of your personal information for specified, explicit and legitimate purposes in a reasonable manner that does not infringe on your right to privacy.

We recognise and are committed to protect your fundamental rights and freedoms, more specifically your right to privacy which includes the right to the protection against the unlawful collection, retention, dissemination and use of personal information.

1. About Us and How to Contact Us

Responsible Party: Dylan Keylock
Physical Address: 23 Field Street, Lilianton, Boksburg, 1459
Contact Details: 011 823 2921/34/41 / dylan@boxboyz.co.za

2. Why do we Collect and Process Personal Information?

Our reason for collecting your personal information changes depending on the activity we need it for. We collect and process personal information for the below purposes including but not limited to:

- rendering the required service/s
- managing our supplier and service provider relationships;
- managing transactions relating to our regulated, assured, registered, licensed, and authorised individuals;
- recruitment and selection procedures;
- managing of our relationship with our employees; and
- managing our other stakeholder relationships, including associated entities, partners, complainants etc.

3. Personal Information Collected and Processed

'Personal information' is information which relates to an identified or identifiable natural person or a juristic person, by means of an identifying factor and subject to the applicable data protection laws. The personal information we collect, and process may differ depending on our purpose of collecting and processing your personal information. We may collect and process your personal information subject to the purpose above, which include but are not limited to:

General Personal Information:	Full name and identifying details (including identity or passport numbers)
	Contact details, including but not limited to telephone numbers, e-mail addresses, physical address etc.
	Gender
	Employment details – history, qualifications and designations
	Complaints and disciplinary records
	Video- and voice recordings
	Income tax details
	VAT numbers
	Company details
	Bank account details
	Data subject employee personal information
Special Personal Information: <i>(We will collect and process special personal information only for specific purposes and only with your consent)</i>	Race or ethnic origin
	Health

4. Lawful Processing of Personal Information

We only process your personal information if such:

- Processing is necessary to carry out actions for the conclusion or performance of a service rendered
- Processing complies with an obligation imposed by law on us e.g. providing information to regulators, professional bodies, supervisory authorities, statutory bodies, law enforcement;
- Processing protects your legitimate interest;
- Processing is necessary for pursuing our or a third parties to whom the information is supplied legitimate; and/or
- Processing was agreed to by You (or a competent person on your behalf) in the form of a consent.



5. Consequences of Your Refusal to Provide Personal Information

In the event in which you refuse to provide or allow us to collect your personal information, where our purpose for such collection is based on a contractual requirement, legal obligation and/or our legitimate interest, it could hinder our ability to perform our duties and responsibilities in both your and our best interest, which could be to your detriment.

6. Persons who will Access your Personal Information

Our employees will have access to your personal information to administer and manage our inclusive services and our various stakeholder relationships. Your personal information will further be shared with third parties, subject to the purpose of us collecting and processing your information, including but not limited to:

- Operators, who process personal information for us in terms of services rendered e.g. service providers etc.;
- Oversight and other regulators, professional bodies and statutory bodies;
- South African Revenue Services (SARS)
- Banks
- Government agencies and law enforcement.

7. Protection and Retention of your Personal Information

We will take the necessary steps to secure the integrity and confidentiality of personal information in our possession and under our control by taking appropriate, reasonable technical and organisation measures to prevent loss of, damage to or unauthorised destruction of your personal information and unlawful access to or processing of personal information, regardless of the format in which it is held.

We will retain your personal information for a period as required to achieve the purpose of which the personal information was collected initially or subsequently processed, unless retention is required or authorised by applicable law, or we reasonably require the records for lawful purposes related to our functions or activities, or is required by a contract or you (or a competent person on your behalf) has consented to the retention of the record.

We may retain your personal information for periods longer than these periods for historical, statistical or research purposes based on us maintaining appropriate safeguards against the records being used for any other purposes.

In the event in which we used your personal information record to make a decision about you, we shall retain the record for such a period that may be required or prescribed by law or code of conduct or if there is no law or code of conduct, retain the record for a period sufficient to afford you a reasonable opportunity, taking all considerations relating to the use of the personal information into account, to request access to the record.

8. Use of your Personal Information to make Automated Decision Making

We do not make use of automatic decision making that would affect you to a significant degree or have legal consequences for you.

9. Receipt of Your Information from a Third Party

In some instances we may receive your personal information (including your name and contact details) from a third party and we will notify you of us collecting your personal information as soon as reasonably practicable after it has been collected.

10. Laws Authorising or Requiring the Collection of Personal Information

Under certain circumstances we are authorised or required by laws to collect your personal information. These laws include but are not limited to the below and includes their applicable Regulations and Directives etc.:

Basic Conditions of Employment Act 75 of 1997	Income Tax Act 58 of 1962
Companies Act 71 of 2008	Occupational Health and Safety Act 85 of 1993
Compensation of Occupational Injuries and Diseases Act 130 of 1993	Tax Administration Act 28 of 2011
Disaster Management Act 57 of 2002	Value Added Tax Act 89 of 1991
Employment Equity Act 55 of 1999	

11. Your Rights

POPI and GDPR guarantees you, as a data subject, certain rights which you may exercise against us where applicable.

You have the right to:

- have your personal information to be processed in accordance with the conditions of lawful processing;
- be notified that your personal information is being collected;
- be notified that your personal information has been accessed or acquired by an unauthorised person;
- request confirmation of whether we hold personal information about you;
- request the record or a description of the personal information we hold about you, including information about the identity of all the third parties or categories of third parties who have or have had access to your information;
- request us to correct or delete your personal information in our possession or under our control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully, or destroy or delete a record of your personal information the we are no longer authorised to retain;
- object to the processing of your personal information, subject to the relevant lawful purpose of processing, on reasonable grounds relating to your particular situation;
- object to the processing of personal information for the purposes of direct marketing;
- request that the processing of your personal information is restricted under certain circumstances, subject to applicable law; and
- request that personal information held by us be transferred to another Responsible Party, subject to applicable law.

Should you wish to exercise any of the above rights you may contact the Information Officer.

12. Information Officer

Information Officer: Dylan Keylock

Email address: dylan@boxboyz.co.za

13. Information Regulator and Other Personal Information Supervisory Authorities:

Should you believe that the processing of your personal information is in contravention with applicable data protection laws, you can lodge a complaint with:

The Information Regulator (South Africa)

Follow link for contact details: <https://www.justice.gov.za/inforeg/contact.html>

14. Changes to Data Protection Notice

We will review this Personal Information Protection Notice and may amend or supplement this Notice from time to time, in accordance with regulatory changes, business strategies and new technology introduced into our operations.

We will publish an updated version of this Notice, as and when amendments or supplements have been made.

In some instances we may receive your personal information (including your name and contact details) from a third party and we will notify you of us collecting your personal information as soon as reasonably practicable after it has been collected.

Should we have previously issued a Personal Information Protection Notice to you in relation to the collection of your personal information including similar categories of personal information or for a similar purpose of collection, we would not have to issue a new Personal Information Protection Notice and will be compliant with Section 5 (a) (i) and 18 of POPI and Article 13 of the GDPR.

15. Enquiries, Requests and/or Concerns

You may address all your enquiries, requests and/or concerns regarding this Notice or relating to the processing of personal information to our Information Officer.