

PRIVACY NOTICE FOR KLERKSCALE KLERKSDORP (PTY) LTD

IMPORTANT INFORMATION:

1. This document contains the basic framework of a privacy notice but does not include all applicable information, you will have to assess your business to determine what other information must be made available.

Klerkscale Klerksdorp Pty Ltd Privacy Notice

Introduction:

This notice will cover the types of information the company may collect during the course of its business.

Who we are:

Klerkscale Klerksdorp (Pty) Ltd. ("the Company") conducts business as a steel manufacturer. The company manufactures various weighing systems locally and for multiple applications. We have a team of technicians and fleet of trucks and LDVs to install, calibrate, service and maintain our systems.

The type of personal information we collect:

We currently collect and process the following information:

- Human resources Employee Files & records 17
- HR Policies & Procedures
- Payroll information
- Office All customer contracts, files & information
- Customer and supplier Invoices
- Finance - Office Annual Financial statements
- Customer and supplier information
- Payroll information
- Customer & supplier invoices



KLERKSCALE^{(PTY) LTD}
INDUSTRIAL WEIGHING EQUIPMENT

How we get the personal information and what we use is for:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Conducting of business and fulfilling mandate.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Credit providers
- Government
- Third party sites

We use the information that you have given us in order to:

- To conduct our business in line with our mandate

We may share this information with:

- With relevant parties authorised to access the information

When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consist out of the following:

- The data subject or a competent person where the data subject is a child consents to the processing. Kindly note that you have the right to withdraw your consent;
- The processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
- The processing complies with an obligation imposed by law on the business;
- The processing protects a legitimate interest of the data subject;
- The processing is necessary for the proper performance of a public law duty by the business;

Or

- The processing is necessary for pursuing the legitimate interests of the business or of a third party to whom the information is supplied.

How we store your personal information:

Your information is securely stored:

- We keep your information for 4 years. We will then dispose your information by shredding/burning.



KLERKSCALE^{(PTY) LTD}
INDUSTRIAL WEIGHING EQUIPMENT

Your data protection rights:

- You are entitled to access your personal data by sending a written request to the company. We may charge you a fee for this service.
- You may also request the company to correct or supplement any of your personal data which we will undertake as soon as practicable.
- Request the destruction of your personal data. The company will consider your request in light of any other laws or regulations prohibiting us from destroying your personal data.

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.

Please contact us at (018) 469 1371 if you wish to make a request.

Contact details:

Name: Tarryn Stephenson

Address: 37 Chromium Road, Uraniaville Klerksdorp 2571

Phone Number: (018) 469 1371

E-mail: info@klerkscale.co.za

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at (018) 469 1371.

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)

33 Hoofd Street

Forum III, 3rd Floor Braampark

P.O Box 31533

Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za