

AVIPRO (PTY)LTD PRIVACY NOTICE

Introduction:

At AVIPRO (PTY)Ltd we understand that your personal information is important to you and that you may be apprehensive about disclosing it. Your privacy is just as important to us, and we are committed to safeguarding and processing your information in a lawful manner.

We also want to make sure that you understand how and why we process your information.

If for any reason you think that your information is not processed in a correct manner, or that your information is being used for a purpose other than that for what it was originally intended, you can contact our Information Officer.

Who we are:

We are specialists in Electronic & ICT System Design, Develop & Construct for new development projects in the built environment and for international blue-chip, multi-national companies in the hospitality, retail, healthcare & corporate sectors.

Type of Personal Information we Collect:

We currently collect and process the following information:

- Staff Information
 - ID Numbers
 - Family Contact Information e.g. Next of Kin
 - Residential Address
 - Medical Information
 - Banking Details
- Client Information
 - Mobile Number
 - Direct Office Number
 - Email Address
 - Identity Number
- Supplier Information
 - Mobile Number
 - Direct Office Number
 - Email Address

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:

- Clients
 - Business Communication (only)
- Employee
 - Upon acceptance of employment
- Suppliers
 - Business Communication (only)

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

- Clients
 - Provided to us by the company you represent
- Suppliers
 - Manufacturers
 - Emails

We use the information that you have given us to:

- Process invoices
- Payment of accounts
- Comply with SARS requirements
- To comply with other relevant legislation
- Process salaries, Disciplinary action,
- BEE requirements

We may share this information with:

- SARS
- Any other government department as required by legal terms

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 consists 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:

All information managed by AVIPRO(PTY)Ltd is stored digitally and encrypted by Microsoft 365 online cloud platform.

AVIPRO(PTY)Ltd does not retain information in a physical format.

We keep your information for as long as legally required. We will then destroy your information once no longer required.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to the information officer. We reserve the right to levy a fee for this service.
- You may also request AVIPRO (PTY) LTD to correct or supplement any of your personal data which AVIPRO(PTY) LTD will undertake as soon as practicable.
- Request the destruction of your personal data. AVIPRO(PTY) LTD will consider your request considering any other laws or regulations prohibiting AVIPRO (PTY) LTD from destroying your personal data.

Contact details:

Name: Avi Sewraj

E-mail: avi@avipoint.com

How to complain:

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)

JD House
27 Stiemens Street
Braamfontein,
Johannesburg, 2001

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