

ERASE DATA

DATA DESTRUCTION SPECIALISTS

T +27 21 569 0155
C +27 76 480 7878
E colin@erasedata.co.za

GREENSTONE RIDGE, UNIT
127, EMERALD BOULEVARD,
EDENVALE, 1609
VAT NO: 4050282013

Erase Data Pty Ltd Company Registration Number 2017/405207/07

PRIVACY NOTICE:

Introduction:

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA".)

Erase Data (Pty) Ltd and including this website, www.erasedata.co.za are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

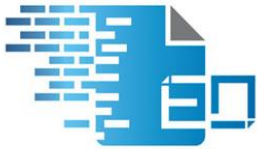
Who we are:

Erase Data is a specialist document destruction company, we shred paper-based documents to ensure that they can no longer be identified.

The type of personal information we collect:

We currently collect and process the following information:

- Rental Agreements.
- PAYE Records.
- Documents issued to employees for income tax purposes.
- Records of payments made to SARS on behalf of employees.
- **All other statutory compliances:**
 - VAT
 - Regional Services Levies
 - Skills Development Levies
 - UIF
 - Workmen's Compensation
- Accident books and records.
- Address Lists.
- Disciplinary Code and records.
- Employee benefits arrangements rules and records.
- Employment Contracts.
- Employment Equity Plans.
- Forms and Applications.
- Grievance Procedures.
- Leave Records.
- Medical Aid Records.
- Payroll reports/ Wage register.
- Pension Fund Records.
- Safety, Health and Environmental Records.
- Salary Records.



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- SETA Records.
- Standard letters and notices.
- Training Manuals.
- Training Records.
- Workplace Records.
- Standard Terms and Conditions for supply of services and products.
- Contractor, client, and supplier agreements.
- Lists of suppliers, products, services, and distribution; and
- Policies and Procedures.
- Customer details
- Credit application information
- Information and records provided by a third party.

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

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements and delivering services accordingly.

For this purpose, we will collect contact details including your name and organisation. We collect information directly from you where you provide us with your personal details.

Where possible, we will inform you what information you are required to provide to us and what information is optional.

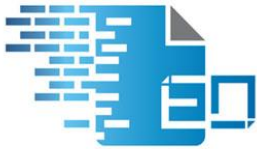
Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.

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

- To gather contact information.
- To confirm and verify your identity or to verify that you are an authorised user for security purposes.
- For the detection and prevention of fraud, crime, money laundering or other malpractice.
- For audit and record keeping purposes.
- To make payments to suppliers.
- To support recruitment and management of staff.
- To support engagement with suppliers.
- To support engagement with investors.
- Suppliers: record of supplier life cycle.
- In connection with legal proceedings.

We may share this information with:

- Statutory authorities.



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- Law enforcement.
- Tax authorities.
- Financial institutions.
- Medical schemes.
- Employee pension and provident funds.
- Industry bodies.
- Where we have a duty or a right to disclose in terms of law or industry codes.
- Where we believe it is necessary to protect our rights.

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 **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.

How we store your personal information:

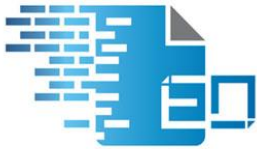
The information received is stored on our accounting system. A hard copy of the information is securely stored in a file which is locked away with security access. The digital copy of the relevant information is securely stored on a cloud account with access only by authorised personnel.

We keep your information for:

- Customers: record of customer life cycle.
- Suppliers: Records of supplier's life cycle.
- Employees: record of employee life cycle.
- We will then dispose your information by shredding.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to Colin Higgins (who will attend to requests and administer the requests, include their email address.) We may charge you a fee for this service as set out in terms of Condition 8 of POPIA.
- You may also request Erase Data (Pty) Ltd to correct or supplement any of your personal data which Erase Data (Pty) Ltd will undertake as soon as practicable.



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- Request the destruction of your personal data. The Deputy Information Officer will consider your request in light of any other laws or regulations prohibiting Erase Data (Pty) Ltd 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 colin@erasedata.co.za who will attend to requests and administer the requests if you wish to make a request.

Contact details:

Name: Colin Higgins
Address: 127 Greenstone Ridge, Emerald Boulevard, Greenstone Hill, Modderfontein, 1609
Phone: 011 397 1286
E-mail: colin@erasedata.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 colin@erasedata.co.za.

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