

For the POPI Act, the Company is deemed to be an organization that engages in all aspects of business. It follows that personal information could be processed in some of the following categories:

1. Employees
2. Clients
3. Vendors
4. Stakeholders, i.e. shareholders
5. Governing bodies, i.e. directors
6. Statutory bodies, i.e. SARS
7. Public viewers, i.e. websites
8. Hostile invaders i.e. hackers

A list of the processors, persons privy to the processing is inserted here. The following general information is collected from the parties above:

1. Name
2. Surname
3. Address
4. Contact Details
5. All labour related information
6. All client information relating to accounting, products, services in common
7. All vendor information relating to accounting, products, services in common
8. Information stakeholders could be interested in
9. Information governing bodies could be interested in
10. All Statutory information on which the Company is to report / act upon
11. Information destined for marketing and sales in future
12. Purpose for holding information

The Company vows to protect the information as prescribed by the POPI Act. As far as the Company understands, all personal information is private and attended to according to the POPI Act.

The Company will at all times measure the risk of breach of the POPI Act and actively manage same on a daily basis.

*R C Backman*