
PRIVACY POLICY

DATED: 01 July 2021

DOCUMENT NUMBER: HRM_095

DEADLINE FOR NEXT REVIEW: 31 December 2021

1. PURPOSE OF THE POLICY

2. The purpose of this policy is to set out how your Personal Information will be processed by **NCC Environmental Services (Pty) Ltd (“the Company”)**.

2.1. This policy is subject to the provisions of the **Protection of Personal Information Act 4 of 2013 (“POPIA”)**, as amended from time to time.

3. EFFECTIVE DATE

The effective date of this policy is 1 July 2021.

4. DEFINITIONS

4.1. **Cookie Policy:** A statement or notice on a Company’s website declaring what cookies are active on the site, what data is being tracked and for what purpose.

4.2. **Data Subject:** The individual or juristic person whose personal information is being processed.

4.3. **Information Regulator:** The juristic person responsible for, among others, enforcing compliance with POPIA and the **Promotion of Access to Information Act 2 of 2000 (“PAIA”)**.

4.4. **Personal Information:** Information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, as more comprehensively defined in POPIA.

4.5. **Processing:** The full life cycle of Personal Information, including, among others, its collection, storage, distribution, and destruction, as more comprehensively defined in POPIA.

5. PROCESSING OF PERSONAL INFORMATION

- 5.1. The Company can obtain and process Personal Information either by the Data Subject providing it to the Company, or by the Company collecting it from the Data Subject.
- 5.2. When the Company collects Personal Information from a Data Subject it will clearly state the reason for the collection of Personal Information and it will only collect Personal Information with the consent of the Data Subject.
- 5.3. The Company may get access to Personal Information when a Data Subject uses its website and accepts the Company's Cookie Policy, if the Data Subject subscribes to a newsletter or if a Data Subject submits Personal Information in any other way.
- 5.4. The Company undertakes not to sell, disclose or distribute Personal Information, unless it has the consent of the Data Subject, or if required by law.
- 5.5. The Company will only use Personal Information for the purpose it was originally collected for.
- 5.6. The Company will retain Personal Information only for the duration of the time to fulfil the purpose it was collected for.
- 5.7. If the Company has to process Personal Information for another reason than the original purpose it was collected for, the Company will not do so without the Data Subject's consent.
- 5.8. A Data Subject has the right to ask for access to its Personal Information and to request the correction, destruction or deletion of the Personal Information by sending an e-mail to info@ncc-group.co.za.
- 5.9. A Data Subject has the right to submit a complaint to the Information Regulator should it be of the view that the Company does not process the Personal Information in a fair, responsible and lawful manner. The Company however requests that a Data Subject contacts the Company first so that the necessary steps can be taken to investigate and rectify the matter.

- 5.10. The Company undertakes to keep all Personal Information confidential and safe and to protect it according to the requirement set out by POPIA.
- 5.11. In the event of a Data Breach, the Company undertakes to inform all Data Subjects as well as the Information Regulator immediately and will make information available on its website/through the media/through electronic communication on the steps Data Subjects have to have to secure their Personal Information.

REVIEWED AND APPROVED BY:

A handwritten signature in black ink, appearing to read 'Dean Ferreira', with a large, stylized initial 'D'.

Dean Ferreira

Managing Director – NCC Environmental Services (Pty) Ltd