

15/21 Woodford Grove,
Stamford Hill 4000
Tel: (031) 303 4959
e-mail: secretary@bccci.co.za

P O box 47435
Greyville 4023
Fax: (031) 303 2987
website: www.bccci.co.za

Date: _____

Dear Client,

DISCLOSURE AND CONSENT IN TERMS OF THE PROTECTION OF INFORMATION ACT (POPIA)

It is necessary to collect certain “**Personal Information**” in order for the Bargaining Council for the Contract Cleaning Services Industry (KZN) (“BCCCI”), its staff, employees, consultants and/or sub-contractors to properly carry out their duties. The BCCCI has appointed an “Information Officer”, in compliance with the Protection of Personal Information Act (POPI Act). When you supply your details, the BCCCI undertakes the following:

Purpose for Use (Openness and Specification)

Your Personal Information (PI) are being processed for the purposes of any reporting obligations to various Regulators that may be required. In addition, it may be necessary to share this information with Banks/Funders, lawyers, auditors, accountants, trustees, directors, shareholders and employers/employees.

The information that may at any time be collected, retained and processed by the BCCCI, will include (but is not limited to):

- Your ID number, Passport number, Drivers Licence and Birth date;
- Your title, full name/s, physical and postal address details and other address details;
- Your contact details, including email address and telephone number/s;
- Your Banking details;
- Your tax and/or vat registration numbers;
- Trust, Trustee and Beneficiary information;
- Membership, directorships and shareholding held;
- Your residency status, investments, assets, liabilities, income and expenditure;
- Financial and/or tax information.

Collection and Processing Limitation

Collection of your PI may be conducted in a number of ways including from data contained in emails from yourself or your staff, from third parties such as auditors or attorneys, provided to us in terms of our mandate, resumes, curriculum vita's, identify documents and/or other documents provided by your employer. It may also be necessary to obtain data from a third party such as a service provider. This information will only be used for the purpose it was obtained.

Minimality and Information Quality

Only the minimum personal information required to complete our mandate, to this purpose will be processed. When supplying your data for the BCCCI to undertake their responsibilities in their mandate, you confirm that all data is complete and accurate.

Limitation of use

The BCCCI will not use your personal information for reasons outside the stated purposes and/or without gaining your prior consent (where possible).

Retention and Destruction

Your Personal Information will only be retained long enough to support the stated purpose and as long as the BCCCI may be required to do so in terms of all legislation including but not limited to, FICA, the JSE Listing requirements, the Close Corporations Act, the Companies Act, King IV and the Income Tax Act.

Security

The BCCCI is committed to ensure that your personal information is safe and secure. Controls have been designed to ensure that there are appropriate safeguards in place as required by the POPI Act. Data will be stored in a range of different places both in paper format and on other IT systems, which may include emails.

Your rights as a Data subject

ABC PROPRIETARY LIMITED will ensure that your rights as a data subject are protected. Your rights include:

- The right to access and obtain a copy of your personal information held by the BCCCI;
- The right to request that incorrect or incomplete or irrelevant data be amended and corrected;
- The right to have your data deleted or destroyed where there is no longer a need to retain or process same;
- The right to object to the processing of your data where there is no longer a need to process said data, and;
- Your right to complain to the Information Regulator if you suspect any misuse of your data. Complaints can be addressed to:

The Information Regulator
JD House 27 Stiemens Street, Braamfontein, Johannesburg 2001
PO Box 31533, Braamfontein, Johannesburg, 2017
Complaint's email: complaints.IR@justice.gov.za.

Should you have any objection to the above, kindly advise Mr Stephan Venter, the ("Information Officer"), **within 7 days** from date of receipt hereof, at: secretary@bccci.co.za.

Yours faithfully,



Mr Stephan Venter
- Information Officer (BCCCI)