



## **POPIA NOTICE**

### **1. INTRODUCTION**

- a. **"Applicable Laws"** means all laws, regulations that Woodlam is required to comply with;
- b. **"Client"** or **"Supplier"** or **"employee"** or **"you"** means any prospective, new or existing clients or suppliers or employees of Woodlam; and
- c. **"Woodlam "** or **"we"** or **"us"** means Woodlam (Pty) Ltd
- d. This notice sets out how your personal information will be used by Woodlam and applies to any information, including personal and special personal information, you give to Woodlam.
- e. It is important that you read this notice carefully before submitting any personal information to Woodlam.
- f. By submitting any personal information to Woodlam you provide consent to the processing of your personal information as set out in this notice.
- g. The provisions of this notice are subject to mandatory, unalterable provisions of Applicable Laws;
- h. Please do not submit any personal information to Woodlam if you do not agree to any of the provisions of this notice. If you do not consent to the provisions of this notice, or parts of the notice, Woodlam may not be able to provide its products and services to you or allow you to provide products and services to Woodlam.

### **2. AMENDMENTS TO THIS NOTICE**

- a. We may amend this notice from time to time for any of the following reasons:
  - i. to provide for the introduction of new systems, methods of operation, services, products;
  - ii. to comply with changes to any legal or regulatory requirement;
  - iii. to ensure that our notice is clearer;
  - iv. to rectify any mistake that may be discovered from time to time; and/or
  - v. For any other reason which Woodlam, in its sole discretion, may deem reasonable or necessary.
- b. Any such amendment will come into effect and become part of any agreement you have with Woodlam when notice is given to you of the change by publication on our website. It is your responsibility to check the website for changes.

Woodlam (Pty) Ltd | REG #: 2002/006037/07 | VAT #: 4550186391

011 835 2385

| [www.woodlam.co.za](http://www.woodlam.co.za) | [info@woodlam.co.za](mailto:info@woodlam.co.za)

3 Koster Street, Booysens, 2091 | P.O. Box 2123, Southdale, 2135 | South Africa

Director: Søren Lassen



### 3. PRIVACY

- a. Woodlam takes your privacy and the protection of your personal information very seriously, and we will only use your personal information in accordance with this notice and applicable data protection legislation. It is important that you take all necessary and appropriate steps to protect your personal information yourself.
- b. We have implemented reasonable technical and operational measures to keep your personal information secure.

### 4. INDEMNITY

- a. You hereby indemnify and hold Woodlam harmless from any loss, damages or injury that you may incur as a result of any unintentional disclosures of your personal information to unauthorised persons or the provision of incorrect or incomplete personal information to Woodlam.

### 5. INFORMATION WE MAY COLLECT

- a. We may collect the following ,but not limited too, information about you:
  - i. your name, address, company details, company registration documents, contact details, date of birth, place of birth, identity number, passport number, bank details, tax and/or VAT number and other financial and personal information;
  - ii. records of correspondence or enquiries from you or anyone acting on your behalf;
  - iii. details of transactions between both of us;
  - iv. details of contracts, orders, sales or purchases between us;
  - v. sensitive or special categories of personal information, including biometric information
  - vi. sensitive information about projects, new products, new services planned etc.
- b. Where you provide us with the personal information of third parties you should take steps to inform the third party that you need to disclose their details to us, identifying us. We will process their personal information in accordance with this notice.

### 6. HOW WE COLLECT INFORMATION

- a. You may provide personal information to us either directly or indirectly by completing an application form for our products and services or requesting further information about our products and services, whether in writing, through our website, over the telephone or any other means, by completing a client, supplier employee and other information forms, third parties or by signing a contract with us.

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## 7. USE OF INFORMATION

- a. We may use, transfer and disclose your personal information for the purposes of:
  - i. providing you with the services or products requested, and notifying you about important changes;
  - ii. allowing you to provide us with products and services;
  - iii. detecting and preventing fraud and money laundering and/or in the interest of security and crime prevention;
  - iv. assessing and dealing with complaints;
  - v. operational, marketing, auditing, legal and record keeping requirements;
  - vi. verifying your identity or the identity of your company;
  - vii. transferring or processing your personal information outside of the Republic of South Africa to such countries that may not offer the same level of data protection as the Republic of South Africa, including for cloud storage purposes and the use of any of our websites;
  - viii. complying with Applicable Laws, including lawful requests for information received from local or foreign law enforcement, government and tax collection agencies;
  - ix. recording and/or monitoring your telephone calls and electronic communications to/from Woodlam in line with contractual obligations or to use as evidence and in the interests of crime prevention;
  - x. disclosing your personal information to third parties for reasons set out in this notice or where it is not unlawful to do so;
  - xi. monitoring, keeping record of and having access to all forms of correspondence or communications received by or sent from Woodlam or any of its employees,, including monitoring, recording and using as evidence all telephone communications between you and Woodlam;
  - xii. improving or evaluating the effectiveness of Woodlam's' business, products or services and;
  - xiii. prevention and control of any disease.

## 8. DISCLOSURE OF INFORMATION

- a. Your personal information may be shared with Woodlam related businesses and selected third parties who process the information on our behalf and additionally to;
  - i. assess and monitor the supply of products or services to Woodlam
  - ii. determine which products and services may be of interest to you
  - iii. and/or to send you information about such products and services, unless you object or choose not to receive such communications.

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- iv. to any relevant person and/or entity for purposes of prevention, detection and reporting of fraud and criminal activities, the identification of the proceeds of unlawful activities and the combating of crime;
  - v. As part of our regular auditing process or for any reason as set out in a signed contract
  - vi. to any regulator or supervisory authority, including those in foreign jurisdictions, if Woodlam is required to do so in terms of Applicable Laws;
  - vii. to a prospective buyer or seller of any of our businesses or assets;
  - viii. to any person if we are under a duty to disclose or share your personal information in order to comply with any Applicable Laws, or to protect the rights, property or safety of Woodlam, other clients, suppliers, employees or other third parties
- b. If you do not wish us to disclose this information to third parties, please contact us at the contact details set out above. We may, however, not be able to provide products or services to you or allow you to supply products and services to us if such disclosure is necessary.

#### 9. RETENTION OF INFORMATION

- a. We may retain your personal information indefinitely, unless you object, in which case we will only retain it if we are permitted or required to do so in terms of Applicable Laws.
- b. As a general rule, we will retain your information in accordance with retention periods set out in Applicable Laws, unless we need to retain it for longer for a lawful purpose.

#### 10. ACCESS TO, CORRECTION AND DELETION OF INFORMATION

- a. You may request details of personal information which we hold about you under the Promotion of Access to Information Act, 2000 (“**PAIA**”). Fees to obtain a copy or a description of personal information held about you are prescribed in terms of PAIA.
- b. Confirmation of whether or not we hold personal information about you may be requested free of charge. If you would like to obtain a copy of your personal information held by Woodlam, contact our Information Officer.
- c. You may request the correction of personal information Woodlam holds about you. Please ensure that the information we hold about you is complete, accurate and up to date.
- d. If you fail to keep your information updated, or if your information is incorrect, Woodlam may limit the products and services offered to you, Woodlam will not be held liable for any loss or damage suffered as a result of failure to comply with this clause. To make a correction or update your information contact our Information Officer.

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- e. You have a right in certain circumstances to request the destruction or deletion of and, where applicable, to obtain restriction on the processing of personal information held about you.
- f. You have a right to object on reasonable grounds to the processing of your personal information where the processing is carried out in order to protect our legitimate interests or your legitimate interests, unless the law provides for such processing.

#### 11. COMPLAINTS

- a. Should you believe that Woodlam has utilised your personal information contrary to Applicable Laws, you undertake to first attempt to resolve any concerns with Woodlam by reaching out to us at the contact details listed.
- b. If you are not satisfied with such a process, you may have the right to lodge a complaint with the Information Regulator (<https://www.justice.gov.za/infoereg/>).

#### 12. INFORMATION OFFICER

- a. Nicholas Lassen
  - i. [nicholas@woodlam.co.za](mailto:nicholas@woodlam.co.za)
  - ii. 011 835 2385

-Adapted from KFC - Africa EXTERNAL PRIVACY STATEMENT-

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