



WEAVIND AND WEAVIND INCORPORATED DATA PROTECTION AND PRIVACY POLICY

1 DEFINITIONS

In this Policy (as defined below), unless the context requires otherwise, the following capitalised terms shall have the meanings given to them —

- 1.1 "**Applicable Laws**" means any laws applicable to Personal Data and Personal Information and includes any statute, regulation, notice, policy, directive, ruling or subordinate legislation; the common law; any binding court order, judgement or ruling; any applicable industry code, policy or standard enforceable by law; or any applicable direction, policy or order that is given by any regulator, competent authority or organ of state or statutory industry body;
- 1.2 "**Child**" means any natural person under the age of 18 (eighteen) years;
- 1.3 "**Client**" means any natural person, or where applicable juristic person, who has enlisted the legal services rendered by Weavind and Weavind;
- 1.4 "**Competent Person**" means anyone who is legally competent to consent to any action or decision being taken by any matter concerning a juristic person or Child, for example a director, parent or legal guardian;
- 1.5 "**Controller**" means Weavind and Weavind, in circumstances where it Processes Personal Data (as defined in Article 4 of the GDPR);
- 1.6 "**Data Subject**" means Weavind and Weavind's Clients, potential Clients or any Third-Party in respect of whom Weavind and Weavind Processes Personal Information/Personal Data;
- 1.7 "**GDPR**" means the General Data Protection Regulation, which is a European law that governs all collection and processing of personal data from individuals inside the European Union;
- 1.8 "**Operator**" means a person or entity who Processes Personal Information/Data for a Responsible Party;
- 1.9 "**Personal Data**" (as defined in Article 4 of the GDPR) means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly;
- 1.10 "**Personal Information**" shall have the same meaning as is given in section 1 of POPIA;



- 1.11 "**Policy**" means this Data Protection and Privacy Policy;
- 1.12 "**POPIA**" means the Protection of Personal Information Act, No 4 of 2013;
- 1.13 "**Processing**" means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information/Personal Data, including:
- 1.13.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- 1.13.2 dissemination by means of transmission, distribution or making available in any other form by electronic communications or other means; or
- 1.13.3 merging, linking, blocking, degradation, erasure or destruction. For the purposes of this definition, "**Process**" has a corresponding meaning.
- 1.14 "**Regulator(s)**" means any applicable regulatory authority, including the Information Regulator established in terms of POPIA;
- 1.15 "**Responsible Party**" means in the context of this Policy, Weavind and Weavind;
- 1.16 "**Weavind and Weavind**" means Weavind and Weavind Incorporated, Practice number: F186, Registration Number. 1976/002814/21;
- 1.17 "**Special Personal Information/Data**" means Personal Information/Personal Data concerning, amongst other aspects contemplated in terms of section 26 of Part B of POPIA, a Data Subject's, religious beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life, biometric data, or criminal behaviour;
- 1.18 "**Third-Party**" means any employee, independent contractor, agent, consultant, broker, UMA, sub-contractor, Regulator(s), user of Weavind and Weavind's website or other representative of Weavind and Weavind;
- 1.19 "**Website**" means the website/s owned and operated by Weavind and Weavind inclusive of www.weavind.co.za; and



2 INTRODUCTION

- 2.1 This Policy regulates the Processing of Personal Information/Personal Data by Weavind and Weavind and sets forth the requirements with which Weavind and Weavind undertakes to comply when Processing Personal Information/Personal Data pursuant to undertaking its operations and fulfilling its contractual obligations in respect of Data Subjects and Third Parties in general.
- 2.2 Weavind and Weavind places a high premium on the privacy of every person or organisation with whom it interacts or engages with and therefore acknowledges the need to ensure that Personal Information/Personal Data is handled with a reasonable standard of care as may be expected from it. Weavind and Weavind is therefore committed to ensuring that it complies with the requirements of POPIA, and also with the terms of the GDPR to the extent that the GDPR applies.
- 2.3 When a Data Subject or Third Party engages with Weavind and Weavind, whether it be physically or via any digital, electronic interface such as Weavind and Weavind's Website, the Data Subject or Third Party acknowledges that they trust Weavind and Weavind to Process their Personal Information/Personal Data.
- 2.4 All Data Subjects and Third Parties have the right to object to the processing of their Personal Information/Personal Data. Acceptance of the terms and conditions contained in this Policy is voluntary. Weavind and Weavind does however require the Data Subject or Third Party's acceptance to enable Weavind and Weavind to effectively enter into a working relationship with a Data Subject, liaise with a Data Subject and/or otherwise exercise its rights and/or enforce obligations as arises from the applicable relationship and comply with Applicable Laws.

3 PURPOSE AND APPLICATION

- 3.1 The purpose of this Policy is not only to inform Data Subjects on how Weavind and Weavind Processes their Personal Information/Personal Data, but also to establish a standard by which Weavind and Weavind and its employees and representatives shall comply in as far as the Processing of Personal Information/Personal Data is concerned.
- 3.2 Weavind and Weavind, in its capacity as a Responsible Party and/or Operator and/or Controller, as the case may be, shall strive to observe and comply with its obligations under POPIA and the GDPR (as may be applicable and to the extent necessary) when it Processes Personal Information/Personal Data from or in respect of any Data Subject.



4 COLLECTING & PROCESSING OF PERSONAL INFORMATION/PERSONAL DATA

- 4.1 Whenever any Data Subject completes an application form, contacts Weavind and Weavind electronically or telephonically, or uses one of the products, services, facilities, tools or utilities offered by Weavind and Weavind through its Website, Weavind and Weavind will in effect be Processing the Data Subject's Personal Information/Personal Data.
- 4.2 It may be from time to time that Weavind and Weavind has collected a Data Subject's Personal Information/Personal Data from other sources. In the event that a Data Subject has shared their Personal Information/Personal Data with any third parties, Weavind and Weavind will not be responsible for any loss suffered by the Data Subject, their dependents, beneficiaries, spouse(s) or employees (as the case may be).
- 4.3 Weavind and Weavind will Process Personal Information/Personal Data in order to facilitate and enhance the delivery of products and services to its Clients, foster a legally compliant workplace environment, as well as safeguard the Personal Information/Personal Data relating to any Data Subjects which it in fact holds. In such an instance, the Data Subject providing Weavind and Weavind with such Personal Information/Personal Data will confirm that they are a Competent Person and that they have authority to give the requisite consent to enable Weavind and Weavind to process such Personal Information/Personal Data.
- 4.4 Weavind and Weavind undertakes to process any Personal Information/Personal Data in a manner which promotes the constitutional right to privacy, retains accountability and Data Subject participation. In supplementation of the above, Weavind and Weavind will process Personal Information/Personal Data for the following purposes:
- 4.4.1 To provide or manage any information, products and/or services requested by Data Subjects;
 - 4.4.2 To establish a Data Subject's needs, wants and preferences in relation to the products and/or services provided by Weavind and Weavind;
 - 4.4.3 To identify a Data Subject's risk profile and make an election as to whether Weavind and Weavind wishes to enter into a contractual relationship with the Data Subject and if so, on what terms;
 - 4.4.4 To help Weavind and Weavind identify Data Subjects when they contact Weavind and Weavind;
 - 4.4.5 To facilitate the delivery of products and/or services to Clients;



- 4.4.6 To allocate to Clients unique identifiers for the purpose of securely storing, retaining and recalling such Client's Personal Information/Personal Data from time to time;
- 4.4.7 To maintain records of Data Subjects and specifically Client records;
- 4.4.8 To maintain Third Party records;
- 4.4.9 For recruitment purposes;
- 4.4.10 For employment purposes;
- 4.4.11 For apprenticeship purposes;
- 4.4.12 For general administration purposes;
- 4.4.13 For legal and/or contractual purposes;
- 4.4.14 For health and safety purposes;
- 4.4.15 To provide health and wellness information to Weavind and Weavind's employees and Clients;
- 4.4.16 To monitor access, secure and manage any facilities owned or operated by Weavind and Weavind regardless of location in South Africa;
- 4.4.17 To transact with Third Parties;
- 4.4.18 To improve the quality of Weavind and Weavind's services;
- 4.4.19 To detect and prevent money laundering;
- 4.4.20 To analyse the Personal Information/Personal Data collected for research and statistical purposes;
- 4.4.21 To help recover bad debts;
- 4.4.22 To transfer Personal Information/Personal Data across the borders of South Africa to other jurisdictions;
- 4.4.23 To carry out analysis and Client profiling; and
- 4.4.24 To identify other products and services which might be of interest to Weavind and Weavind's Clients and Data Subjects in general, as well as to inform them of such products and/or services.



- 4.5 When collecting Personal Information/Personal Data from a Data Subject, Weavind and Weavind shall comply with the notification requirements as set out in Section 18 of POPIA.
- 4.6 Weavind and Weavind will collect and Process Personal Information/Personal Data in compliance with the conditions as set out in POPIA, to ensure that it protects the Data Subject's privacy.
- 4.7 Weavind and Weavind will not Process the Personal Information/Personal Data of a Data Subject for any purpose other than for the purposes set forth in this Policy, unless Weavind and Weavind is permitted or required to do so in terms of Applicable Laws or otherwise by law.
- 4.8 Weavind and Weavind may from time to time Process Personal Information/Personal Data by making use of automated means (without deploying any human intervention in the decision making process) to make decisions about the Data Subject or their application. In this instance it is specifically recorded that the Data Subject may object to or query the outcomes of such a decision.

5 PERSONAL INFORMATION/PERSONAL DATA FOR DIRECT MARKETING PURPOSES

- 5.1 Weavind and Weavind acknowledges that it may only use Personal Information/Personal Data to contact Data Subjects for purposes of direct marketing where Weavind and Weavind has complied with the provisions of POPIA and GDPR (where applicable) and when it is generally permissible to do so in terms of Applicable Laws.
- 5.2 Weavind and Weavind will ensure that a reasonable opportunity is given to all Data Subjects to object (opt-out) to the use of their Personal Information/Personal Data for Weavind and Weavind's marketing purposes when collecting the Personal Information/Personal Data and on the occasion of each communication to the Data Subject for purposes of direct marketing.

6 STORAGE AND RETENTION OF PERSONAL INFORMATION/PERSONAL DATA

- 6.1 Weavind and Weavind will retain Personal Information/Data it has Processed, in an electronic or hardcopy file format, with a Third-Party service provider appointed for this purpose (the provisions of clause 9 below will apply in this regard).
- 6.2 Personal Information/Personal Data will only be retained by Weavind and Weavind for as long as necessary to fulfil the purposes for which that Personal Information/Personal Data was collected and/or as permitted in terms of Applicable Law.



6.3 It is specifically recorded that any Data Subject has the right to object to the Processing of their Personal Information and Weavind and Weavind shall retain and store the Data Subject's Personal Information/Personal Data for the purposes of dealing with such an objection or enquiry as soon and as swiftly as possible.

7 FAILURE TO PROVIDE PERSONAL INFORMATION

7.1 Where Weavind and Weavind is required to collect Personal Information/Personal Data from a Data Subject by law or in order to fulfil a legitimate business purpose of Weavind and Weavind and the Data Subject fails to provide such Personal Information/Personal Data, Weavind and Weavind may, on notice to the Data Subject, decline to render services without any liability to the Data Subject.

8 SECURING PERSONAL INFORMATION/PERSONAL DATA

8.1 Weavind and Weavind has implemented appropriate, reasonable, physical, organisational, contractual and technological security measures to secure the integrity and confidentiality of Personal Information/Personal Data, including measures to protect against the loss or theft, unauthorised access, disclosure, copying, use or modification of Personal Information/Personal Data in compliance with Applicable Laws.

8.2 In further compliance with Applicable Laws, Weavind and Weavind will take steps to notify the relevant Regulator(s) and/or any affected Data Subjects in the event of a security breach and will provide such notification as soon as reasonably possible after becoming aware of any such breach.

8.3 Notwithstanding any other provisions of this Policy, it should be acknowledged that the transmission of Personal Information/Personal Data, whether it be physically in person, via the internet or any other digital data transferring technology, is not completely secure. Whilst Weavind and Weavind has taken all appropriate, reasonable measures contemplated in clause 8.1 above to secure the integrity and confidentiality of the Personal Information/Personal Data its Processes, in order to guard against the loss of, damage to or unauthorized destruction of Personal Information/Personal Data and unlawful access to or processing of Personal Information/Personal Data, Weavind and Weavind in no way guarantees that its security system is 100% (one hundred percent) secure or error-free. Therefore, Weavind and Weavind does not guarantee the security or accuracy of the information (whether it be Personal Information/Personal Data or not) which it collects from any Data Subject.

8.4 Any transmission of Personal Information/Personal Data will be solely at the own risk of the Data Subject. Once Weavind and Weavind has received the Personal Information/Personal



Data, it will deploy and use strict procedures and security features to try to prevent unauthorised access to it. As indicated above, Weavind and Weavind reiterates that it restricts access to Personal Information/Personal Data to Third Parties who have a legitimate operational reason for having access to such Personal Information/Personal Data. Weavind and Weavind also maintains electronic and procedural safeguards that comply with the Applicable Laws to protect your Personal Information from any unauthorized access.

- 8.5 Weavind and Weavind shall not be held responsible and by accepting the terms and conditions to which this Policy relates and the Data Subject agrees to indemnify and hold Weavind and Weavind harmless for any security breaches which may potentially expose the Personal Information/Personal Data in Weavind and Weavind's possession to unauthorized access and or the unlawful processing of such Personal Information/Personal Data by any Third-Party.

9 PROVISION OF PERSONAL INFORMATION/PERSONAL DATA TO THIRD PARTIES

- 9.1 Weavind and Weavind may disclose Personal Information/Personal Data to Third-Party service providers where necessary and to achieve the purpose(s) for which the Personal Information/Personal Data was originally collected and Processed. Weavind and Weavind will enter into written agreements with such Third-Party service providers to ensure that they comply with Applicable Laws pursuant to the Processing of Personal Information/Personal Data provided to it by Weavind and Weavind from time to time.

10 TRANSFER OF PERSONAL INFORMATION/PERSONAL DATA OUTSIDE OF SOUTH AFRICA

- 10.1 Weavind and Weavind may, under certain circumstances, transfer Personal Information/Personal Data to a jurisdiction outside of the Republic of South Africa in order to achieve the purpose(s) for which the Personal Information/Data was collected and Processed, including for Processing and storage by Third-Party service providers.
- 10.2 Weavind and Weavind will obtain the Data Subject's consent to transfer the Personal Information/Personal Data to such foreign jurisdiction unless consent is not required by Applicable Law.
- 10.3 The Data Subject should also take note that, where the Personal Information/Personal Data is transferred to a foreign jurisdiction, the Processing of Personal Information/Personal Data in the foreign jurisdiction may be subject to the laws of that foreign jurisdiction.



11 ACCESS TO PERSONAL INFORMATION/PERSONAL DATA

- 11.1 A Data Subject has the right to a copy of the Personal Information/Personal Data which is held by Weavind and Weavind (subject to a few limited exemptions as provided for under Applicable Law).
- 11.2 The Data Subject must make a written request (which can be by email) to the Information Officer designated by Weavind and Weavind from time to time.
- 11.3 Weavind and Weavind will provide the Data Subject with any such Personal Information/Personal Data to the extent required by Applicable Law and subject to and in accordance with the provisions of Weavind and Weavind's PAIA and POPI Manual (published in terms of section 51 of the Promotion of Access to Information Act, 2000 ("PAIA"), along with the additional requirements imposed by the Promotion of Personal Information Act 4 of 2013 ("POPI"), which PAIA and POPI Manual can be sourced on Weavind and Weavind's website at www.weavind.co.za
- 11.4 The Data Subject can challenge the accuracy or completeness of his/her/its Personal Information/Personal Data in Weavind and Weavind's records at any time in accordance with the process set out in Weavind and Weavind's PAIA and POPI Manual.

12 KEEPING PERSONAL INFORMATION/PERSONAL DATA ACCURATE

- 12.1 Weavind and Weavind will take reasonable steps to ensure that Personal Information/Personal Data that it Processes is kept updated where reasonably possible.
- 12.2 Weavind and Weavind may not always expressly request the Data Subject to verify and update his/her/its Personal Information/Personal Data and expects that the Data Subject will notify Weavind and Weavind from time to time in writing:
- 12.2.1 of any updates or amendments required in respect of his/her/its Personal Information/Personal Data;
- 12.2.2 where the Data Subject requires Weavind and Weavind to delete his/her/its Personal Information/Personal Data; or
- 12.2.3 where the Data Subject wishes to restrict the Processing of his/her/its Personal Information/Personal Data.



13 **COSTS TO ACCESS PERSONAL INFORMATION/PERSONAL DATA**

- 13.1 The prescribed fees to be paid for copies of the Data Subject's Personal Information/Personal Data are listed in Weavind and Weavind's PAIA and POPI Manual referred to at clause 11.3 above.
- 13.2 Weavind and Weavind reserves the right to make amendments to this Policy from time to time.

14 **COMPLAINTS TO THE INFORMATION REGULATOR**

- 14.1 In the event that any Data Subject or Third Party is of the view or belief that Weavind and Weavind has Processed their Personal Information/Personal Data in a manner or for a purpose which is contrary to the provisions of this Policy, the Data Subject is required to first attempt to resolve the matter directly with Weavind and Weavind, failing which the Data Subject or Third Party shall have the right to lodge a complaint with the Information Regulator, under the provisions of POPIA.
- 14.2 The contact particulars of the Information Regulator are:

The Information Regulator (South Africa)
Forum III 3rd Floor Braampark
PO Box 31533
Braamfontein, Johannesburg, 2107
Mr. Marks Thibela
Chief Executive Officer
Tel No: +27 010 023 5207
Cell No: 082 746 4173
E-mail: infoereg@justice.gov.za

15 **CONTACTING US**

- 15.1 All comments, questions, concerns or complaints regarding Personal Information/Personal Data or this Policy, should be forwarded to Weavind and Weavind's Information Officer.