

DATA PROTECTION AND PRIVACY STATEMENT

Introduction

Section 14 of the Constitution of the Republic of South Africa, 1996, provides that everyone has the right to privacy; furthermore, the Protection of Personal Information Act, 4 OF 2013 (POPI) reiterates that the right to privacy includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. We take the protection of all client, supplier, employee privacy and private information very seriously. The intent of this privacy statement is to meet our legal obligations as the responsible party (RP) as outlined in the POPI Act.

Processing of Personal Data

The following are important role players as outlined in POPIA:

1. Responsible Party (RP): The organization that decides how and why to process personal information;
2. Data Subject (DS): The natural person or company (for example customers or suppliers) who the personal information is about and
3. Operator: The party that is responsible for processing personal information on behalf of the Responsible party.

Personal data refers to all information about an identifiable natural person and any data of the entity they work for, otherwise as defined in the POPI Act and shall include but shall not be limited to: name, surname, ID number, images, videos, audio recordings, demographical, contact, residential, medical, financial, educational, historical, employment, criminal, background, biometric information and any other personal information. We are committed to the protection of all your personal data information and being transparent about how we process, collect, receive, process, transfer, record, arrange, compile, archive, update, modify, retrieve, alter, consult, use, distribute, merge, link, erase, destroy your personal data and to ensure that we act lawfully in processing all stakeholder's personal data.

Protection of Your Rights

We acknowledge the importance of your personal information (PI) and endeavor to safeguard and lawfully process such information in accordance to the prescripts of POPIA . We are obliged to inform you of the following:

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Pretoria, 0081
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Website: www.dynamics-corp.co.za

- **Type of information:** the type of information being collected;
- **Nature or category of the information:** where it will be used and stored;
- **Purpose:** the purpose for which this information is being collected;
- **Source:** where the information is not collected from the Data Subject directly, the source from which it is collected;
- **Responsible party details:** Its name and address of the responsible party;
- **Voluntary or mandatory:** whether or not the supply of the information by that Data Subject is voluntary or mandatory;
- **Legal requirement:** Any particular law authorising or requiring the collection of the information and the law, which makes the supply of that information mandatory;
- **Contractual requirement:** the contract, which makes the supply of that information mandatory;
- **Consequences of not providing:** The consequences of failure to provide the information
- **Cross border transfer:** the fact that the responsible party intends to transfer the information to a third country or international organisation and the level of protection afforded to the information by that third country or international organisation;
- **Recipients of information:** Recipient or category of recipients of the information;
- **Access and right to amend:** Existence of the right of access to and the right to rectify the information collected;
- **Right to object:** Existence of the right to object to the processing of personal information as referred to in section 11(3); and
- **Complaints:** right to lodge a complaint to the Information Regulator and the contact details of the Information Regulator.

Safeguards for Personal Information

The appropriate measures and safeguards are in place to prevent any loss, damage, unauthorised destruction or unlawful access to or processing of personal information. We have appointed an Information Officer as required and defined in terms of the Promotion of Access to Information Act, 2000 ("PAIA") and a copy of the PAIA Manual is available on our website www.dynamics-corp.co.za

Consent and Declaration

We, as a Responsible Party (RP) will be processing the following information including but not limited to: processing quotations, purchase orders, invoices, statements, delivery notes, contractual obligations with suppliers, tendering, employee/employer contracting as well as all legal applicable compliance to fulfil our contractual obligations to our clients, suppliers, employees or other relevant stakeholders.

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Please complete the declaration below for your consent. **This consent is effective immediately and will remain effective until it is withdrawn:**

I, _____

(Full names and Surname)

in my capacity as _____

(Position of Data Subject)

Company name: _____

Date: _____

(Please tick applicable box)

	I CONSENT DCC processing and using my information for processing quotations, purchase orders, invoices, statements, delivery notes, credit applications, contractual obligations with suppliers, tendering, employee/employer contracting as well as all legal applicable compliance to fulfil our contractual obligations to our clients, suppliers, employees or other relevant stakeholders.
	I DO NOT CONSENT DCC for processing and using my information for processing quotations, purchase orders, invoices, statements, delivery notes, credit applications, contractual obligations with suppliers, tendering, employee/employer contracting as well as all legal applicable compliance to fulfil our contractual obligations to our clients, suppliers, employees or other relevant stakeholders.

I, further declare that by signing this document, I have read and understood the contents of this Data Protection and Privacy Statement and further consent to the use of the personal information as defined and herein. I further confirm that the information is supplied voluntarily, without undue influence from any party and not under any duress. I am aware of my rights regarding personal information which is hereby collected/processed/retained or otherwise as defined herein. I know that I have the right to: access the information at any reasonable time for purposes of rectification or retraction thereof; the right to object to the processing of the information and the right to lodge a complaint to the Information Regulator in case of any irregularities or contravention of the POPI Act.

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