

THE POPI ACT

The Protection of Personal Information Act has come into force today, 1 July 2021, and requires all companies and organisations to comply with its provisions. The purpose of the Act is to promote the protection of personal information processed by public and private bodies and to give effect to the Constitutional right to privacy. It requires all companies and organisations to ensure that they have implemented measures to safeguard personal information and provides individuals with rights and remedies to protect their personal information. We are committed to ensuring that we collect, store, process, use and destroy all personal information in a lawful manner. With that said, we would like to update our clients regarding the type of information we keep, why we keep it, how we store it, as well as your rights in terms of the Act. This is not an exhaustive account of our compliance, areas that need improving, or the contents of the Act - the purpose of this communication is to advise you that we are aware of the Act and are taking steps to ensure we are adhering to its provisions, focusing on the safety of your personal information.

THE KIND OF INFORMATION WE STORE AND HOW WE STORE IT

For the purposes of financial transactions, we collect our clients first and surnames, work and mobile telephone numbers as well as physical business and email address which, during the course of business is voluntarily provided by clients. All personal and business information pertaining to our clients is stored on a secure financial software package "Sage Accounting" which is POPI compliant. A copy of the Sage privacy policy is available on request. We make every effort to protect your personal information. Only certain staff are permitted access to transact and view information on the Sage package and access is password protected.

We also make use of third party services, websites and online platforms, such as YouTube, WhatsApp and Twitter for social media purposes. These websites and platforms have their own policies and requirements, and our clients are advised to exercise their own discretion in using these platforms. Our website uses Cookies to improve your user experience. All personal information submitted via our website contact forms is only used for the purposes of responding to direct requests and not saved unless a quotation or invoice is processed on our Sage Accounting software.

For our Taggit Assets Asset Management System, we collect system users first and surnames, mobile telephone number and email address for the purposes of accessing the system. Additional employee data including names, gender, identification number, company number and contact details can be collected to ensure that the asset is associated to a custodian on the system.

WHY WE COLLECT THIS INFORMATION

As a business, it is important for us to be able to communicate with our clients as well as issue quotes and invoices when requested.

YOUR RIGHTS

You have the following rights with regard to your personal information, which, inter alia, include the following:

- The right to correct, update or delete some or all of your information;
- The right to object to your information being processed;

- The right to know what information is being stored, how and why it is being used/stored. Personal Information may only be collected for a specific, explicitly defined and lawful purpose and you must be aware of the purpose for which the information is being collected;
- Personal information must not be retained any longer than is necessary for achieving the purpose for which the information was collected or processed (subject to certain exceptions);
- We are only allowed to process your personal information if you have given your consent;
- You may withdraw your consent at any time, provided it is lawful to do so. If you do not want us to keep some or all of your information, or would like to find out what information we have stored, or update any information, please contact us at info@taggitsa.co.za
- You also have the right to receive communication from Taggit in a manner of your choosing.
- Should Taggit decide to launch any email communications in future to share industry and product information with our clients, you will be able to unsubscribe from these mails at any time via an unsubscribe link at the bottom of each email.

If you have any queries, complaints or comments, please let us know on info@taggitsa.co.za

We will continue to strive to ensure compliance with the POPI Act and safeguard your personal information.



Craig Beer

Managing Director

30 June 2021