

Jackson's Safety Blasters

Protection of Personal Information Act

Privacy Notice

HR-PN-001 (0)

Contents

1.	Introduction	3
2.	Personal Information	3
3.	Processing of Personal Information	4
4.	Quality and Correction of Personal Information	4
5.	Your rights : Consent, Access to Personal Information, Queries and Complaints	5
6.	Security of Personal Information	5
7.	Disclosure of Personal Information	5
8.	Retention of Personal Information	6
9.	Amendments to the Policy	6

1. Introduction

This is the Privacy Notice of Jackson's Safety Blasters (JSB).

The purpose of this Privacy Notice is to explain how we collect, use protect and disclose Personal Information.

We commit to:

- The use of Personal Information in a way that is fair, honest and responsible.
- Provide clear details about how we use Personal Information.
- Promptly resolve concerns around the use of Personal Information.
- Take reasonable steps to protect Personal Information from misuse and to keep it secure.

Jackson's Safety Blasters will comply with all Applicable Laws in connection with the processing of your Personal Information.

For the purposes of this Privacy Notice, "Applicable Laws" shall include but not be limited to the Protection of Personal Information Act, 2013 ("POPIA") and other data processing legislation.

This Privacy Notice is hereby incorporated into our company procedures and forms part of our business practice.

2. Personal Information

Personal Information refers to any information that identifies you or specifically relates to you. It includes but is not limited to your full name, identity number, address, email address, telephone number etc.

The personal information we collect and use depends on the relationship we have with you. (Potential employee, current employee, past employee, supplier or client.)

The bulk of Personal Information we can request from you consists of the following but is not limited to:

- **Identification Information:**

Natural persons, this information relates to any information that allows you to be differentiated from other natural persons. This includes your full name, nationality, date of birth, age, photographs, driver's licence and identification number.

Juristic persons, this includes: the company name, the company registration number, the company tax number, the company VAT registration number, the company's corporate structure, its directors, shareholders and members, the company's composition and business operations.

Depending on the purpose for which we require the identification information, we may request copies of any associated credentials.

- **Contact Information:**

Natural persons, this relates to information that allows us to keep in contact with you. (eg. home address, work address, e-mail, phone number).

Juristic persons, this information could include the company's physical addresses, the company's telephone numbers, telefax numbers, email addresses and website address.

- **Employment Information:**

Natural persons, this includes your previous employment or current employment, your title and position, whether in our company or the company in which you work; working experience, professional experience, information related to training that you have taken, evaluations, professional profile, disciplinary actions, the reasons for the termination of your employment contract and your criminal behaviour to the extent

that such information relates to the commission of an alleged offence or to any proceedings in respect of which you are alleged to have committed an offence.

- **Academic Information:**

Information related to your professional abilities including: your school degree, educational background, specialization, level of specialization, degrees and certificates.

- **Financial Information:**

Natural persons, information related to the assets or rights of individuals or their financial situation, including information obtained through socio-economic studies, bank account numbers, income (relating to payroll or considerations), insurance information, pension fund information, credit bureau information, etc.

Juristic persons e.g., the company's banking account details and associated identifiers, credit ratings, payment history and financial standing, including statements of account, etc.

- **Health information:**

Information pertaining to your physical or mental health or disability if you are an employee. We may also require to be furnished with a person's pregnancy status for the purposes of determining maternity leave if that person is an Employee.

Our sites require all employees to undergo medicals and records may be maintained.

- **Biometric data:**

In some cases, the fingerprints and photographs of the Employees are required.

3. Processing of Personal Information

POPI provides that the term 'processing' covers any operation or activity concerning personal information, whether by automatic means or not.

Such activity may include, but is not limited to, collection, receipt, recording, organisation, storage, collation, retrieval, alteration, updating, distribution, dissemination by means of transmission, erasure, or destruction of personal information.

4. Quality and Correction of Personal Information

JSB will take all reasonable steps to ensure the quality of the information collected in terms of completeness and accuracy.

To this end certain validations will be applied, and confirmation may be sought from you as the data subject. You will be required to notify JSB of any changes to your information provided to ensure completeness and accuracy of data can always be maintained.

You have the right to ask us to update, correct or delete (within reason) your personal information we may hold about you.

To withdraw consent or request a deletion email admin@specialisedblasting.co.za

5. Your Rights: Consent, Access to information, queries and complaints

Jackson's Safety Blasters will request consent from natural persons to process personal information.

The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide JSB's Information Officer with a reasonable written notice to this effect.

Withdrawal of consent is still subject to the terms and conditions of any contract that is in place.

Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if JSB agrees to the same in writing.

Withdrawal of consent may result in JSB being unable to provide the requested information, services and/or other benefits.

Revocation of consent is not retroactive and will not affect disclosures of personal information that have already been made.

You have the right to request a copy of the personal information maintained by JSB.

Contact us at via email (admin@specialisedblasting.co.za) with your request and specify what information you require.

Should you believe that Jackson's Safety Blasters has utilised your personal information contrary to applicable law, contact us via email (admin@specialisedblasting.co.za) to first attempt to resolve any concerns with JSB.

If you have any queries or complaints about privacy, contact JSB's Information Officer: E Jackson

6. Security of Personal Information

Jackson's Safety Blasters safeguards the security of the information you provide with physical, electronic, and managerial procedures.

We strive to protect your personal information and information security and will take all reasonable steps to safeguard the information in our possession and under our control.

We are legally obliged to provide adequate protection for the Personal Information we hold and to implement measures to prevent unauthorised access and use of Personal Information.

We will, on an ongoing basis, continue to review our security controls and related processes to ensure that your Personal Information is secure

We will take appropriate and reasonable technical and organisational steps to protect your Personal Information, including the following:

- keeping our systems secure (like monitoring access and usage).
- storing our records securely.
- controlling access to our buildings, systems and/or records.
- safely destroying or deleting records.

7. Disclosure of Personal Information

Personal information may be disclosed to service providers, such as professional bodies, verification bodies etc.

Personal information may be disclosed in compliance with JSB's legal obligations, or where it may be necessary in order to protect JSB's rights.

If JSB discloses personal information, JSB shall take all reasonable steps to ensure that the information is protected by the recipient.

In the event of another party/other parties acquiring all or a portion of JSB's mandate or functions, personal information will be disclosed to that party, but it will be equally obliged to protect personal information in terms of POPI.

If we share your Personal Information with a third party, we shall use our best efforts to ensure that they keep your information secure, take all reasonable steps to protect it from misuse and only use it in a manner consistent with this Privacy Policy and Applicable Laws.

Personal Information will only be shared if any one or more of the following apply:

- you have consented to this.
- it is necessary to conclude or perform under a contract, we have with you.
- the law requires it and/or
- it is necessary to protect or pursue your, our or a third party's legitimate interest.

8. Retention of Personal Information

We will keep your Personal Information for as long as:

- Applicable Laws require us to keep it.
- A contract between you and us requires us to keep it.
- You have consented for us keeping it.
- We are required to keep it to achieve the purposes for which it was provided.
- We require it for statistical or research purposes provided that we have established appropriate safeguards against the records being used for any other purpose.
- Required by a code of conduct or Applicable Laws.
- Required for lawful business purposes.
- To the extent that we are no longer authorised to retain the record of your personal information, we shall as soon as reasonably practicable (to the extent technically and possible and practicable and provided that we are not obligated to retain such record by Applicable Law), delete, destroy or de-identify the record of your personal information and use its reasonable endeavours to ensure that anyone to whom such information was supplied delete, destroy or de-identify the record of your personal information.

9. Amendments to the Policy Notice

Jackson's Safety Blasters reserves the right to amend this policy at any time.

Interested parties are requested to periodically visit our website to see changes.