



**UNIFLOSA**

UNIFLOSA (PTY) LTD  
REG NR: 2009/013664/07

## **PRIVACY STATEMENT POPI (PROTECTION OF PERSONAL INFORMATION)**

### **What is the POPI Act ?**

We (Uniflo Cape (Pty) Ltd, Uniflo Gauteng (Pty) Ltd, UnifloSA (Pty) Ltd) respect your right to privacy and therefore aim to ensure that we comply with the legal requirement of the POPI Act which regulates the manner in which we collect, process, store, share and destroy any personal information which you have provided to us.

### **What information will we collect ?**

- 1) Standard information:
  - a) If you are an individual or partnership then we collect your name/s, ID number/s, business and residential address, telephone number, tax number, bank account details (bank, account number, branch number), further bank account details for international suppliers (IBAN number, SWIFT number, bank address, currency), BBBEE certificate details, contact person details (name, contact number, email) and conflict of interest information.
  - b) In addition we will collect ID documents of management, contact details of management, financial information (factoring of debt and credit references), credit bureau reports and audit information.
- 2) Facilities are monitored by CCTV:
  - a) Our facilities are monitored by CCTV cameras for quality control, crime prevention and public safety. We may collect images or videos of you or your employees if you visit our premises.
- 3) Correspondence:
  - a) In order to manage our relationship with you, our employees will communicate with you by various means (such as by email) during the time you are a supplier/customer. These communication methods are monitored by us to ensure compliance with our internal policies. Please do not send any message that you would not want to be monitored by us.
- 4) Compulsory information:
  - a) Only your email address, name and surname, contact details and such other information as we specify from time to time, constitutes compulsory information. All other information is optional. If you do not agree to share compulsory information with us, then you will not be able to contract with us.

and if applicable, authorised or required by the following Acts (name them).

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

The following consequences will apply if the data subject fails to provide accurate Personal Information: The business relationship with Uniflo will be terminated.

*Directors: MR de la Porte; WGM Stols; L de Wet*

*Tel: +27-21-9873260*

*P O Box 1588  
Sanlamhof, 7532  
South Africa*

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### **Why do we collect Personal Information ?**

We collect personal information in order to liaise with you telephonically, via our website or email so that we may:

- 1) respond to any query or comment received from you;
- 2) inform you of new services;
- 3) enable us to process, validate and verify information and requests for the supply of services;
- 4) for the purposes for which you specifically provided the information; and
- 5) generally to improve your experience on our website.

### **What about minors ?**

We do not knowingly collect the information of persons under the age of 18 years without the consent of their parents and/or guardians.

### **Processing of Information**

We will share your personal information:

- 1) in order to comply with applicable law or with legal process served on our company;
- 2) in order to protect and defend the rights or property of our company; and
- 3) with employees and/or third parties who assist us in providing services to you and thus require your personal information in order to render a proper and efficient service. We will ensure that all such employees and third party service providers, having access to your personal information, are bound by confidentiality agreements.

### **Security Measures**

We will:

- 1) treat your personal information as strictly confidential;
- 2) take appropriate technical and organisational measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;
- 3) promptly notify you if we become aware of any unauthorised use, disclosure or processing of your personal information;
- 4) provide you with reasonable evidence of our compliance with our obligations under this policy on reasonable request; and
- 5) We will not retain your personal information longer than the period for which it was originally required, unless we are required by law to do so, or you consent to us retaining such information for a longer period.

ALTHOUGH WE TAKE THE AFOREMENTIONED PRECAUTIONS IN PROTECTING YOUR PERSONAL INFORMATION, WE SHALL HOWEVER NOT BE LIABLE FOR ANY LOSS OR DAMAGE, HOWSOEVER ARISING, SUFFERED AS A RESULT OF THE DISCLOSURE OF SUCH INFORMATION IF BEYOND OUR REASONABLE CONTROL.

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### **Collection of Information by “Cookies”**

You are aware that information and data is automatically collected through the standard operation of the Internet servers and through the use of "cookies." "Cookies" are small text files a website can use to recognise repeat users, facilitate the user's ongoing access to and use of the website and allow a website to track usage behaviour and compile aggregate data that will allow content improvements and targeted advertising. Cookies are not programs that come onto your system and damage files. Generally, cookies work by assigning a unique number to you that has no meaning outside the assigning site. If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the cookie feature; however, you should note that cookies may be necessary to provide you with certain features (e.g., customized delivery of information) available on our Websites.

### **Your rights**

You have the right at any time to:

1. rectify the Personal Information collected by us;
2. object to the processing of Personal Information (subject to legislation);
3. request the return or destruction of Personal Information (subject to legislation);
4. lodge a complaint with the company.

Personal Information processed by us will be routed/transferred to a third country or International organization. The following security measures will apply: we will require an undertaking from our service providers to protect the personal information of our suppliers/customers in the same manner as we do in South Africa.

All enquiries must be addressed to the information officer, who can be contacted via email at [popi@unifloroses.com](mailto:popi@unifloroses.com) or via telephone on (021) 987 3260.

Information Officer: Louis de Wet (Director of Uniflo)

Deputy Information Officer: Louise Scholtz (General Manager of Uniflo)

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)

JD House

27 Stiemens Street

Braamfontein

Johannesburg

2001

Complaints email: [POPIAcomplaints.IR@justice.gov.za](mailto:POPIAcomplaints.IR@justice.gov.za)

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