

## **PRIVACY NOTICE**

### **IKA ANCHORS & FIXINGS (PTY) LTD**

#### **Introduction**

Your privacy is critically important to us we are committed to handling your personal information with the utmost respect and care. By closely following the guidelines and standards of the POPI Act we not only comply with the law but also ensure that your data is secure and safe. If you have questions about deleting or correcting your personal data please contact our administrative office.

Our privacy notice applies to any customer and supplier of Ika Anchors and Fixings (Pty) Ltd. We as IKA Anchors & Fixings (Pty) Ltd have developed this privacy policy to enable its clients to understand how the group collects, uses and safeguards their personal information.

We reserve the right to update this notice.

**IKA ANCHORS AND FIXINGS PTY LTD is an established supplier of chemical and mechanical anchors and fixings along with a specialised range of direct fastenings, drill bits and cutting blades to the Southern African construction and resale markets.**

#### **What is personal information?**

Personal Information according to the Protection of Personal Information Act, means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to –

- a. Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- b. Information relating to the education or the medical, financial, criminal or employment history of the person;
- c. Any identifying number, symbol, e-mail address, telephone number, location information, online identifier or other particular assignment to the person;
- d. The biometric information of the person;
- e. The personal opinions, views or preferences of the person;
- f. Correspondence sent by the person that would reveal the contents of the original correspondence;

- g. The views or opinions of another individual about the person; and
- h. The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

The type of personal information we collect

We currently collect and process the following information, including but not limited to:

- 1. Client names;
- 2. Addresses;
- 3. Email details;
- 4. VAT Numbers;
- 5. Company registration numbers;
- 6. Banking Details;

### **Collection of Personal Information and use thereof**

Most of the personal information we process is provided to us directly from the data subject as generally required by the POPI Act for one of the following legal basis':

- 1. Contractual obligations;
- 2. Payment collection purposes;
- 3. Marketing Purposes;

Personal information is also received indirectly, from the following sources in the following scenarios:

- 1. Credit Bureaus
- 2. Recruitment Agencies

We may share this information with:

- 1. Banking Institutions;
- 2. SARS- verification purposes;
- 3. Auditors;
- 4. Suppliers;
- 5. Credit Bureaus

### **When personal information is processed**

1. In terms of Section 11 of the Protection of Personal Information Act (POPI), the justification ground which we base our processing on consist out of the following:
2. The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent;
3. The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
4. The processing complies with an **obligation** imposed by law on the business;
5. The processing protects a **legitimate** interest of the data subject;
6. The processing is necessary for the proper performance of a **public law** duty by the business;
7. Or
8. The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

### **How we store your personal information**

Your information is securely stored on our system and at our premises.

We keep your information according to our data retention policy. We will then dispose your information according to our data destruction policy.

### **Your data protection rights**

1. You are entitled to access your personal data by sending a written request to Lilian Van As. We may charge you a fee for this service.
2. You may also request us to correct or supplement any of your personal data which we will undertake as soon as practicable.
3. Request the destruction of your personal data. We will consider your request in light of any other laws or regulations prohibiting us from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [ika@ikaanchors.co.za](mailto:ika@ikaanchors.co.za) if you wish to make a request.

### **Contact details:**

Name: IKA Anchors and Fixings Pty Ltd

Address: 41 Francis Road, Anderbolt, Boksburg North

Phone Number: 011-8947147

E-mail: [ika@ikaanchors.co.za](mailto:ika@ikaanchors.co.za)

**How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at [ika@ikaanchors.co.za](mailto:ika@ikaanchors.co.za).

Should you believe that IKA Anchors and Fixings Pty Ltd has utilised your personal information contrary to Applicable Laws, you undertake to first attempt to resolve any concerns with IKA Anchors and Fixings Pty Ltd. If you are not satisfied with such process, you have the right to lodge a complaint with the Information Regulator, using the contact details listed below.

**The Information Regulator (South Africa)**

JD House, 27 Stiemens Street,  
Braamfontein, Johannesburg, 2001  
P.O Box 31533  
Braamfontein, Johannesburg, 2017

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

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